

## itt\_3983 – SXL – 02-14 Qualification & Technical Meats (Fresh Prepared & Cooked) Incorporating Fresh Fish

Last Name & First Name	Date and Time
Richard Lesley	08/05/2014 14:06:17 – Time Zone: GMT + 0:00

Created by	Division	Department
Gordon Lynsey	Scotland Excel	Scotland Excel

### Project information

Project Code	Project Title	Project Reference
project_1965	SXL Supply & Distribution of Meats (Fresh, Prepared & Cooked) Inc Fresh Fish	02-14

### Overview

ITT Code	ITT Title
itt_3983	SXL – 02-14 Qualification & Technical Meats (Fresh Prepared & Cooked) Incorporating Fresh Fish
ITT Description	
Qualification and Technical Envelopes incorporating e vendor	
Status	
Running	
Type of Supplier Access	
ITT Open to All Suppliers	
ITT behaviour in Project	
Qualification Only	
Estimated Value of Contract	Hide Value from Suppliers:
28,000,000	No
Currency:	
GBP	
Test ITT	
No	

### Category

14100 – Banquet and Catering
14300 – Food and Beverages

### Date & Time Settings

Options for Viewing Responses	Evaluation Groups Comments Visibility during evaluation
Sealed (parallel opening)	Blind Behaviour
End Date for Supplier Clarification Messages	End Time for Supplier Clarification Messages
27/05/2014	12:00
Closing Date	Closing Time (hh:mm)
03/06/2014	12:00
Number of Hours before Closing Time to block Expressions of Interest	
0	

### Date & Time Information

ITT Publication–Date	ITT Publication–Time (hh:mm)
02/05/2014	16:02:47
ITT Latest Change–Date	ITT Latest Change–Time (hh:mm)
02/05/2014	16:02:47

### Envelopes

Qualification Envelope	Yes
Technical Envelope	Yes
Commercial Envelope	No

### Awarding Strategy

Supplier Response Ranking	Best Technical Score
Scoring Method	Absolute
Maximum Technical Score	20
Max Score Visible to Suppliers on 'Printable View'	Including Section and Question Level

Use this area for sharing attachments with Suppliers. Files in this area will be made visible to Suppliers on publication of the ITT. Supplier downloading of individual files may be monitored, allowing you to verify the date & time at which each Supplier has viewed each file.

Path	Description	Folder Size
Top Level (0)		
The Directory is empty		
Path	Description	Folder Size
Top Level/01. Information & Instructions (4)	Including Framework Guidance	3,150 KB
Filename	Downloadable	Last Modification Date
Catalogue Content Management (CCM) Information.doc	Yes	30/04/2014
Meats 02–14 Information and Instructions to Tenderers FINAL.pdf	Yes	29/04/2014
Supplier_Help.doc	Yes	29/04/2014
Sustainable Procurement Policy & Strategy.pdf	Yes	29/04/2014
Path	Description	Folder Size
Top Level/02. Terms & Conditions (6)		1,276 KB
Filename	Downloadable	Last Modification Date
02–14 Meats – Insurance Info.pdf	Yes	29/04/2014
02–14 Meats Example KPI Template Final.xls	Yes	29/04/2014
Meats 02–14 Special Terms & Conditions Final.pdf	Yes	02/05/2014
MI Template Version 1–3 (Standard).xls	Yes	29/04/2014
Scotland Excel General Conditions of Contract.pdf	Yes	24/02/2014
Scotland Excel Standard Terms of Supply.pdf	Yes	24/02/2014
Path	Description	Folder Size
Top Level/03. Scoring Methodology (2)		995 KB
Filename	Downloadable	Last Modification Date
Award Criteria Weightings Meats 02–14 Final.pdf	Yes	29/04/2014
Meats 02–14 – Evaluation Methodology Final.pdf	Yes	29/04/2014
Path	Description	Folder Size
Top Level/04. Framework Information (2)		357 KB
Filename	Downloadable	Last Modification Date
Meats 02–14 Council Spend Final.pdf	Yes	29/04/2014
Meats 02–14 Logistics Information Final.xls	Yes	02/05/2014
Path	Description	Folder Size
Top Level/05. Scotland Excel Members (1)		238 KB
Filename	Downloadable	Last Modification Date
Scotland Excel Members and other Bodies.pdf	Yes	29/04/2014
Path	Description	Folder Size
Top Level/06. Consortium (1)		27 KB
Filename	Downloadable	Last Modification Date
Consortium Members (Insert Tenderer Name).xls	Yes	29/04/2014

Path		Description		Folder Size	
Top Level/07. Certificates (4)				138 KB	
Filename	Downloadable	Last Modification Date		Description	File Size
No Collusion Certificate_(Insert Tenderers Name).doc	Yes	29/04/2014			33 KB
S1 Equalities Questionnaire_(Insert Tenderers Name).doc	Yes	29/04/2014			42 KB
S2 Equalities Declaration_(Insert Tenderers Name).doc	Yes	29/04/2014			37 KB
Tender Declaration Certificate_(Insert Tenderers Name).doc	Yes	29/04/2014			27 KB
Path		Description		Folder Size	
Top Level/08. Tenderer Information Session (1)				2,083 KB	
Filename	Downloadable	Last Modification Date		Description	File Size
Meats Supplier Forum Presentation Final.pdf	Yes	29/04/2014			2,083 KB
Path		Description		Folder Size	
Top Level/09. Supplier Self Audit (1)				61 KB	
Filename	Downloadable	Last Modification Date		Description	File Size
02-14 Meats Self Audit.doc	Yes	02/05/2014			61 KB
Path		Description		Folder Size	
Top Level/10. Product Specifications (9)				2,100 KB	
Filename	Downloadable	Last Modification Date		Description	File Size
Individual Product Specifications – Lot 1 Beef Products Final.pdf	Yes	02/05/2014			301 KB
Individual Product Specifications – Lot 1 New Gammon Products Final.pdf	Yes	02/05/2014			179 KB
Individual Product Specifications – Lot 1 New Lamb Products Final.pdf	Yes	02/05/2014			192 KB
Individual Product Specifications – Lot 1 New Pork Products Final.pdf	Yes	02/05/2014			184 KB
Individual Product Specifications – Lot 1 New Poultry Products Final.pdf	Yes	02/05/2014			196 KB
Individual Product Specifications – Lot 1 New Prepared Products Final.pdf	Yes	02/05/2014			287 KB
Individual Product Specifications – Lot 1 PGI Products Final.pdf	Yes	02/05/2014			258 KB
Individual Product Specifications – Lot 2 Cooked Meats Final.pdf	Yes	02/05/2014			303 KB
Individual Product Specifications – Lot 3 Fresh Fish Final.pdf	Yes	02/05/2014			204 KB
Path		Description		Folder Size	
Top Level/11. Method Statements (3)				111 KB	
Filename	Downloadable	Last Modification Date		Description	File Size
Method Statement 1 Servicing the Contract.doc	Yes	29/04/2014			37 KB
Method Statement 2 Dealing with Complaints.doc	Yes	29/04/2014			37 KB
Method Statement 3 Systems and Processes.doc	Yes	29/04/2014			37 KB
Path		Description		Folder Size	
Top Level/12. Sustainability (3)				128 KB	
Filename	Downloadable	Last Modification Date		Description	File Size
Method Statement 4 Supply Chain Response.doc	Yes	29/04/2014			38 KB
Method Statement 5 PGI PDO.doc	Yes	29/04/2014			38 KB
Method Statement 6 Supplier Community Benefits Proposal.doc	Yes	29/04/2014			53 KB
Path		Description		Folder Size	
Top Level/13. Council Estimated Annual Volumes (3)				127 KB	
Filename	Downloadable	Last Modification Date		Description	File Size
Meats 02-14 Lot 1 Fresh & Prepared Products Council Volumes v1.xls	Yes	02/05/2014			61 KB
Meats 02-14 Lot 2 Cooked Meats Council Volumes v1.xls	Yes	02/05/2014			34 KB
Meats 02-14 Lot 3 Fresh Fish Council Volumes v1.xls	Yes	02/05/2014			33 KB

#### Attachments Visible Only to Buyers

Path	Description	Folder Size
Top Level (0)		
The Directory is empty		

#### Suppliers

Suppliers	City	Contact Name	Phone	Invited By	Date Invited	Date Details Accessed
Barnhill Estates	Stirling	Snowie Malcolm	01506444255	Self Invited	07/05/2014 16:12	07/05/2014 16:12 Not Replied
Bernard Corrigan Ltd	GLASGOW	corrigan bernard	07764 299 770	Self Invited	08/05/2014 09:15	08/05/2014 09:15 Not Replied

BFS Group T/A 3663	High Wycombe	Young Gemma	01494 55900	Self Invited	08/05/2014 09:39	08/05/2014 09:43 Not Replied
Brakes	Ashford	Hardy Ryan	01233206652	Self Invited	06/05/2014 13:33	06/05/2014 13:34 Not Replied
Campbell Brothers Limited	Bonnyrigg	Currie Allan	0131 654 0050	Self Invited	02/05/2014 19:39	03/05/2014 09:51 Not Replied
Campbell Brothers Limited	Bonnyrigg	Coulter Matthew	0131-660-0500	Self Invited	03/05/2014 11:14	07/05/2014 15:41 Not Replied
Campbells Prime Meat Ltd	Lathallan, By Linlithgow	Campbell Christopher	01506 675100	Self Invited	05/05/2014 10:50	05/05/2014 10:52 Not Replied
McLays Ltd	Glasgow	McLay John	0141-336-1321	Self Invited	06/05/2014 12:15	06/05/2014 12:17 Not Replied
N/a	Airdire	Menzies Steven	01506281808	Self Invited	08/05/2014 10:43	08/05/2014 10:44 Not Replied
P M Ranaldi ltd	Edinburgh	Ranaldi Peter	0131 552 4127	Self Invited	05/05/2014 11:59	05/05/2014 12:00 Not Replied
Pollok Williamson	Ayr	Reid Jacqueline	01292 618644	Self Invited	05/05/2014 09:17	05/05/2014 09:44 Not Replied
Richard B assocs	Glasgow	Bridgen R	01415854205	Self Invited	06/05/2014 10:05	06/05/2014 10:05 Not Replied

### Qualification Questionnaire

#### Allow general attachments in Supplier responses?

Not Allowed

#### Qualification Questionnaire: 1.1 Introduction and Information

	Question	Description
1.1.1	Project Reference Number	02-14
1.1.2	Tender Title	Meats (Fresh, Prepared & Cooked) incorporating Fresh Fish.
1.1.3	References	References to terms using capital letters outside normal syntax relate to definitions set out in the attachment named Scotland Excel General Conditions of Contract.
1.1.4	Last date and time for tender queries via the messaging facility function	12 noon Tuesday 27th May 2014
1.1.5	Closing time and date for submission of tenders	12 noon Tuesday 3rd June 2014
1.1.6	Tender validity period	Tenders must remain open for acceptance for a period of 120 days from the closing time and date for submission of tenders.
1.1.7	Late bids	Bids submitted after the closing date and time as specified further in this tender will be considered Late bids and WILL NOT be considered by Scotland Excel

#### Qualification Questionnaire: 1.2 Conditions of contract

	Question	Description	Question Type
1.2.1	General Terms and Conditions	The contract General Terms and Conditions of Contract along with the Standard Terms of Supply are located in the "Buyer Attachments" folder ** Terms and Conditions. These documents are named "Scotland Excel General Conditions of Contract" and "Scotland Excel Standard Terms of Supply".  These conditions must be read by Tenderers.	
1.2.2	Special Terms and Conditions	The contract Special Terms and Conditions are in the document entitled "Meats 02-14 Special Terms & Conditions" included as an attachment in folder "Terms & Conditions" within the "Buyer Attachments" area.  These conditions must be read by Tenderers.	
1.2.3	Acceptance of General Terms and Conditions of Contract and Standard Terms of Supply	* Do you accept the General Conditions of Contract and Standard Terms of Supply that will apply to the Contract and to every purchase order issued by a Council under the Contract.  Please note that selecting NO as a response may result in your offer not being considered.	Yes/No Value
1.2.4	Acceptance of Special Terms and Conditions	* Do you accept the Special Terms and Conditions that will apply to the framework.  Please note that selecting NO as a response may result in your offer not being considered.	Yes/No Value
1.2.5	Introduction Document	* It is advised that Tenderers please read the attached document. Please confirm that you have read this document	Yes/No Value
1.2.6	Information to Tenderers	* It is advised that Tenderers please read the attached document. Please confirm that you have read this document	Yes/No Value

### Qualification Questionnaire: 1.3 Tenderer Details

	Question	Description	
1.3.1	Tenderer Guidance	All personal information supplied will be treated as confidential and will be subject to the Data Protection Act 1998.	
	Question	Description	Question Type
1.3.2	[BD Organisation Name]	Name of Organisation (Organisation either tendering or acting as lead contact where a consortium bid is being submitted)	Text
1.3.3	[BD Address 1]	Address line 1	Text
1.3.4	[BD Address 2]	Address line 2	Text
1.3.5	[BD Town/City]	Town/City	Text
1.3.6	[BD Region]	Region	Options List
1.3.7	[BD Postcode]	Postcode	Text
1.3.8	[BD Contact]	Contact name for enquires	Text
1.3.9	[BD Telephone]	Telephone Number (including dialling code)	Text
1.3.10	[BD Email]	Email address	Text
1.3.11	[BD Website]	Website address (if applicable)	Text
1.3.12	[BD Legal Status]	Organisation legal status	Options List
1.3.13	[BD Other]	If you have answered 'Other' to the above question [BD Legal Status] please provide details here.	Text
1.3.14	[BD VAT]	VAT Registration Number (or alternative EU registration number)	Text
1.3.15	[BD DUN]	Dun and Bradstreet (D.U.N.S) number, if known, of registered office.	Text
1.3.16	[BD Company no.]	Please provide your company or charity registration number.	Text
1.3.17	[BD Parent]	Name of parent company (if applicable)	Text

### Qualification Questionnaire: 1.4 Contact Details

	Question	Description	
1.4.1	Data Protection	The information you have provided is being collected by Scotland Excel (the "data controller" for the purposes of the Data Protection Act 1998) on behalf of its customers in Scottish local government and for our own use. If your tender submission is successful our customers will use the information to adopt your organisation onto their eProcurement systems and Scotland Excel will use it for planning and contact purposes. The information will be held securely and will be treated as confidential although it may be shared with other public sector organisations when required to prevent or detect crime, to protect public funds or to improve our service to you.	
	Question	Description	Question Type
1.4.2	Customer Contact Name	Please enter the name of the contact for whom customers should contact regarding any questions or queries if you were successful on the framework.	Text
1.4.3	Customer Contact Email Address	Please enter the contact email address for above	Text
1.4.4	Contract Management Contact Name	Please enter the name of the contact for whom Scotland Excel and customers should contact regarding contract management issues if you were successful on the framework.	Text
1.4.5	Contract Management Email Address	Please enter the contact email address for above	Text
	Question	Description	
1.4.6	Branch Details	You do not need to complete the Branch information if the organisation address you have supplied earlier is the responsible for the contract	
	Question	Description	Question Type
1.4.7	Trading As Name	If your company is trading using a name different to the Organisation name you have already supplied please complete this requirement	Text
1.4.8	Branch Address 1	Please enter the Branch address.	Text
1.4.9	Branch Address 2	Please enter address	Text
1.4.10	Branch Town	Please enter the Town name  (leave blank if your address is a City)	Text
1.4.11	Branch County or City	Please enter the Branch County or City  ie. If you reside in Glasgow enter Glasgow as the value you do not need to enter Lanarkshire	Text
1.4.12	Branch Postcode	Please enter if known the Branch Postcode	Text
	Question	Description	
1.4.13	Payment Enquiries	Please complete this section of questions.  If you are unable to provide this information Scotland Excel will contact you during the Mobilisation Phase to gather this information	
	Question	Description	Question Type
1.4.14	Payment Enquiries Contact	Name of person for Payment Enquiries	Text

1.4.15	Payment Enquiries Contact Telephone	Telephone number for Payment Enquiries	Text
1.4.16	Payment Enquiries Email	Email address for contacting about Payment Enquiries	Text
	<b>Question</b>	<b>Description</b>	
1.4.17	Purchase Order Enquiries	Please provide if known the following information relating to Purchase Order Enquiries	
	<b>Question</b>	<b>Description</b>	<b>Question Type</b>
1.4.18	Purchase Order Contact Name	Name of person to contact regarding Purchase Order enquiries	Text
1.4.19	Purchase Order Contact Telephone Number	Telephone Number of person to contact regarding Purchase Order enquiries	Text
1.4.20	Purchase Order Contact Email Address	Email Address of person to contact regarding Purchase Order enquiries	Text
1.4.21	Purchase Order Contact Fax Number	Fax number of person to contact regarding Purchase Order enquiries	Text

**Qualification Questionnaire: 1.5 Please provide the following information about your organisation**

	<b>Question</b>	<b>Description</b>	
1.5.1	TENDERERS GUIDANCE	In the following fields please provide the address for all correspondence	
	<b>Question</b>	<b>Description</b>	<b>Question Type</b>
1.5.2	Company Directors	Names of the current company directors, or any other person having powers of representation or control of the organisation (This information is subject to the Data Protection Act 1998). Prospective tenderers should be aware that information supplied may be used to ensure that the information you provide is valid.	Text
1.5.3	Parent Company Relationship	If the Tenderer is a division or subsidiary, what is the relationship with the parent company (Ownership, directorship, authority etc)	Text
1.5.4	Company Pending Changes	Provide details of any significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures, etc which are currently in the public domain that may affect the status of the Tenderer during the tender process.	Attachment
1.5.5	Consortium	* In relation to provision of the service will your organisation be tendering as a consortium, joint venture or other arrangement?	Options List
1.5.6	Sub Contractors	* Does the tenderer intend that subcontractors will deliver any part of the contract on its behalf? If yes please complete the undernoted details in respect of each subcontractor.	Options List

**Qualification Questionnaire: 1.6 Consortium Details**

Section conditionally appears if		Consortium = Yes	
	<b>Question</b>	<b>Description</b>	<b>Question Type</b>
1.6.1	Consortium Lead Partner	Please enter the name of the lead partner in the consortium	Text
1.6.2	Consortium Attachment	<p>If you have answered "Yes" to the question above then please download, complete and re attach the file entitled "Consortium Members (Insert Tenderer Name)" in the "Buyer Attachments" area and insert the following information:-</p> <ul style="list-style-type: none"> <li>. consortium lead name</li> <li>. if the consortium is legally constituted, details of the constitution of, and percentage interests of each member of, the consortium; and</li> <li>. the role which each member of the consortium (whether or not the consortium is legally constituted) will perform and their estimated percentage involvement in delivery of the contract.</li> </ul> <p>Tenderers should note that all proposed consortium members must substantially fulfil the requirements in this qualification section and may be subject to further scrutiny at the discretion of Scotland Excel</p>	Attachment
1.6.3	Tenderer Details	<p>If you have answered "Yes" to the above question then please provide your registration number.</p> <p>This will be from Companies House</p> <p>or</p> <p>Registered with an appropriate trade or professional register(s) (as set out in Annex IX B of Directive 2004/18/EC) under the conditions laid down by that member state. In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the candidate is carrying on business in the trade in question in the UK at a specific place of business and under a specific trading name.</p> <p>Guidance</p> <p>If you are not appropriately registered, your bid may not be considered further.</p>	Text



1.6.4	Consortium Accounts	<p>We require you to attach Accounts for the last two years for All members of the consortium (except your Organisation).</p> <p>Please attach the documents as a zip file.</p> <p>Alternatively you may attach a document listing all consortium members and their DUNS number.</p> <p>We will ask you questions about the financial status of your organisation later in this ITT.</p>	Attachment
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#### Qualification Questionnaire: 1.7 Sub Contractors

Section conditionally appears if		Sub Contractors = Yes	
	Question	Description	
1.7.1	Contract Management – Sub contractors	We require information on all sub contractors that you propose to involve in this contract.	
	Question	Description	Question Type
1.7.2	Existing Sub Contractor 1	* Name of sub contractor 1	Text
1.7.3	Sub Contractor 1 Relationship	* Provide details of your relationship to this sub contractor. Main Contractor / and how long have you had a business relationship	Text
1.7.4	Sub Contractor 1 Service	* Provide details of the proposed service delivery this sub contractor will provide	Text
1.7.5	Sub Contractor 1 Contact	* Provide the name and telephone number for a contact for this sub contractor	Text
1.7.6	Existing Sub Contractor 2	Name of sub contractor 2	Text
1.7.7	Sub Contractor 2 Relationship	Provide details of your relationship to this sub contractor. Main Contractor / and how long have you had a business relationship	Text
1.7.8	Sub Contractor 2 Service	Provide details of the proposed service delivery this sub contractor will provide	Text
1.7.9	Sub Contractor 2 Contact	Provide the name and telephone number for a contact for this sub contractor	Text
1.7.10	Sub Contractors	Attach details of all other sub contractors detailing the name of the contractor, your relationship to that contractor, the service delivery provided and the contact details for the contractor	Attachment
1.7.11	Sub Contractor Accounts	<p>Where the use of any sub-contractor is proposed we require you to attach the accounts for the last two for each sub-contractor. Please provide this relevant information for each sub-contractor as a .zip file containing all relevant documents.</p> <p>Alternatively you may attach a document listing all Sub Contractors and their DUNS numbers</p>	Attachment

#### Qualification Questionnaire: 1.8 Legal Mandatory Exclusions

	Question	Description	
1.8.1	Mandatory Exclusions Note 1	The Tenderer will be rejected if the Tenderer answers "Yes" to any of the following questions.	
1.8.2	Mandatory Exclusions Note 2	Regulation 23 (1) and (4) of the Public Contracts (Scotland) Regulations 2012 sets out mandatory and discretionary grounds on which a tenderer may be deemed ineligible to tender. Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed will result in your exclusion from this procurement process or the termination of any subsequent contract that may be awarded to you.	
1.8.3	Mandatory Exclusion Note 3	<p>Please indicate if the organisation or its directors or any other person(s) having powers of representation, decision or control of the organisation been convicted of any of the following offences.</p> <p>Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed may result in your exclusion from this competition or the termination of any subsequent contract that may be awarded to you.</p>	
	Question	Description	Question Type
1.8.4	[CCBP Conspiracy]	* the common law offence of conspiracy where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008//841/JHA or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010;	Options List
1.8.5	[CCBP Corruption]	* corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption as defined in Article 3 of the Council Act of 26th May 1997 and Article 3 (1) of the Council Joint Action 98/742/JHA;	Options List
1.8.6	[CCBP Bribery]	* bribery or corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003 where the offence relates to active corruption, or bribery within the meaning of sections 1 or 6 of the Bribery Act 2010;	Options List
1.8.7	[CCBP Incitement]	* the common law offence of incitement to commit a crime;	Options List

1.8.8	[CCBP Fraud]	<ul style="list-style-type: none"> <li>* 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 Communities, within the meaning of –</li> <li>– the offence of cheating the Revenue;</li> <li>– the common law offence of fraud;</li> <li>– the common law offence of theft or fraud;</li> <li>– fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;</li> <li>– fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;</li> <li>– an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;</li> <li>– the common law offence of uttering; or</li> <li>– the common law offence of attempting to pervert the course of justice</li> </ul>	Options List
1.8.9	[CCBP Mon]	* money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002 or the Money Laundering Regulations 2007, or an offence in connection with proceeds of drug trafficking within the meaning of sections 49, 50 or 51 of the Drug Trafficking Act 1994; or	Options List
1.8.10	[CCBP Other]	* any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant state.	Options List

#### Qualification Questionnaire: 1.9 Criminal Convictions and Business Probity – Discretionary Exclusions

	Question	Description	
1.9.1	Tenderer Guidance 1	The Tenderer may be rejected if the Tenderer answers "Yes" to any of the following questions and cannot demonstrate that it has taken the appropriate remedial action.	
1.9.2	Tenderer Guidance 2	Regulation 23 (1) and (4) of the Public Contracts (Scotland) Regulations 2012 sets out mandatory and discretionary grounds on which a tenderer may be deemed ineligible to tender. Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed will result in your exclusion from this procurement process or the termination of any subsequent contract that may be awarded to you.	
1.9.3	Tenderer Guidance Exclusion	Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed may result in your exclusion from this competition or the termination of any subsequent contract that may be awarded to you.	
	Question	Description	Question Type
1.9.4	[CCBP Debt]	* Are you an individual in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restriction order or a debt relief restriction order made against them or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of 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 your estate, or is the subject of any similar procedure under the law of any other state?	Options List
1.9.5	[CCBP Insol]	* Are you a partnership constituted under Scots law that has been granted a trust deed or become otherwise apparently insolvent, or the subject of a petition presented for sequestration of your estate?	Options List
1.9.6	[CCBP Order]	* Are you a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 which has passed a resolution or is 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, or has 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 the subject of the above procedures or is the subject of similar procedures under the law of any other state?	Options List
1.9.7	[CCBP Crim]	* Has your organisation been convicted of a criminal offence relating to the conduct of its business or profession?	Options List
1.9.8	[CCBP Miscon]	* Has the organisation committed an act of grave misconduct in the course of its business or profession?	Options List
1.9.9	[CCBP Soc]	* Has your organisation failed to fulfil its obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or the relevant State in which your organisation is established?	Options List
1.9.10	[CCBP Tax]	* Has the organisation 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 it is established?	Options List
1.9.11	[CCBP Misrep]	* Is the organisation guilty of serious misrepresentation in providing any information referred to in this procurement exercise or has not provided such information in response to a request by the contracting authority?	Options List
1.9.12	[CCBP Discret]	<p>If you have answered "Yes" to any of the above discretionary exclusions then please state any remedial action you have taken.</p> <p>Guidance The Authority is entitled to exclude bidder(s) that cannot demonstrate to its satisfaction that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	Text

#### Qualification Questionnaire: 1.10 Economic/Financial Standing (Section 1)

	Question	Description	
1.10.1	TENDERERS GUIDANCE	Your financial accounts and supporting information must be provided in English and in UK Sterling. If the original documents are not in English, please provide copies of the originals and a certified translation into English. If the sums in the accounts are not expressed in UK Sterling then copies of the original accounts, shall be provided together with a UK Sterling rate equivalent copy utilising the pound buys exchange rate for the date of publication of this framework agreement.	
	Question	Description	Question Type



1.10.2	Financial Status/Accounts	<p>★ Scotland Excel will conduct a financial analysis for each tenderer based on reports from the credit referencing agency Dun &amp; Bradstreet. You are required to provide your DUNS number within the tenderers information section to enable us to view your report.</p> <p>Should Scotland Excel identify any degree of risk following analysis we reserve the right to request your last 2 financial years accounts.</p> <p>If you do not have a DUNS and do not request one for your tender submission you must submit your last 2 years audited accounts, (or equivalent) and the accounts of the group (if applicable).</p> <p>If the Tenderer has not been trading for 2 years please provide financial accounts for the life of the organisation, together with an explanation.</p> <p>Please select which you will provide.</p>	Options List
1.10.3	Bank Guarantee	<p>★ A range of standard financial tests and analysis will be applied to the information you have provided. In the event that analysis of your financial position determines that additional measures are necessary in order to provide adequate assurance of your financial strength, would you be willing to provide either a parent company guarantee or a bank guarantee?</p> <p>If you cannot provide any of the assurances as detailed above, and it is determined by analysis of your accounts that your financial strength is not adequate then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, the Authority may explore these options with you before determining whether your company can be considered further.</p>	Yes/No Value

#### Qualification Questionnaire: 1.11 Financial Accounts

Section conditionally appears if		Financial Status/Accounts = Attach Accounts or Statement	
	Question	Description	Question Type
1.11.1	[EFS Accounts 1]	<p>Please provide one of the following:</p> <p>a. A copy of your audited accounts or equivalent for the most recent 2 years, along with details of any significant changes since the last year end. An additional question has been provided below to enable you to upload your second set of accounts.</p> <p>or</p> <p>b. A statement of your organisation's turnover; profit and cash flow for the most recent full year of trading or where a full year trading has not been completed the same information for the period applicable. NOTE if this information is not available in an audited format please provide an end of period balance sheet or make the response specified in option (c) below.</p> <p>or</p> <p>c. If you are unable to provide the information requested above, please provide additional information and documentation that will give the Authority the assurance that you are capable of carrying out any subsequent awarded contract. For example, a statement of your organisation's cash flow forecast for the current year and a letter from your bank outlining the current cash and credit position or other alternative means of demonstrating financial standing.</p>	Attachment
1.11.2	[EFS Accounts 2]	If you have a second set of accounts available please upload them here.	Attachment
1.11.3	[EFS Additional]	<p>If you would like to provide any additional information regarding the economic/financial standing of your organisation please upload it here.</p> <p>For example provide a statement explaining why the organisation was not in net profit after tax in either of the reported financial years.</p>	Attachment

#### Qualification Questionnaire: 1.12 Environmental Legislation

	Question	Description	Question Type
1.12.1	[EML Breach]	★ Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	Options List
1.12.2	[EML Rem]	<p>If your answer to the question [EML Breach] is "Yes" give details of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>Guidance The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	Attachment

#### Qualification Questionnaire: 1.13 Environmental

	Question	Description
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1.13.1	Guidance	<p>Councils pursue strategies aimed at protecting the environment.</p> <p>This framework will form part of Councils overall strategy.</p> <p>It is the policy of Councils to demonstrate sound environmental management in the acquisition of services in order to minimise their impact on the environment.</p> <p>Tenderers are required to have and maintain a documented environmental management system (EMS) which covers the services to be provided under the contract. The EMS must be operated to BS EN ISO 14001, EMAS or to a an equivalent standard.</p> <p>If the EMS is certified by an independent certification body accredited by UKAS or equivalent certification and accreditation bodies, you are only required to provide a copy of your certification.</p> <p>If your EMS is not certified by an independent certification body accredited by UKAS or equivalent certification and accreditation bodies, you are required to provide additional documentary evidence which demonstrates that your EMS operates to a standard equivalent to BS EN ISO 14001, EMAS or an equivalent standard.</p> <p>Tenderers who do not operate such an EMS may not be considered further.</p>	
	<b>Question</b>	<b>Description</b>	<b>Question Type</b>
1.13.2	[EMP Choice]	<p>★ Please select how you intend to answer the questions in this section.</p> <p>Your choices are either:</p> <p>1) If you do NOT have an environmental management system certified to an international, European or equivalent standard, skip question [EMP Certificate] and answer any remaining questions in this section.</p> <p>Or</p> <p>2) If you operate an environmental management system certified to an international, European or equivalent standard (for example ISO14001 or EMAS) attach a copy of your certificate against question [EMP Certificate].</p>	Options List

#### Qualification Questionnaire: 1.14 Environmental Other

Section conditionally appears if		[EMP Choice] = 1) Answer any remaining questions	
	Question	Description	Question Type
1.14.1	[EMP Emerg Response]	<p>Please describe your organisation's environmental emergency response procedures.</p> <p>Guidance You should describe the preparedness and response procedures for potential accidents and emergency situations that give rise to significant environmental impacts (for example hazardous substances spill control).</p>	Text
1.14.2	[EMP Policy]	<p>If you have a documented policy and organisation for the management of environmental issues please attach a copy.</p> <p>Guidance You should provide evidence that you or your organisation has an environmental management policy authorised by the Chief Executive, or equivalent, and regularly reviewed. The policy should be relevant to the nature and scale of the work and set out the responsibilities for environmental management throughout the organisation.</p>	Attachment
1.14.3	[EMP Impact]	<p>Please describe your organisation's arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment.</p> <p>Guidance You should provide evidence that your organisation's environmental policy implementation plan provides information as to how your organisation aims to discharge relevant legal responsibilities and provides a clear indication of how these arrangements are communicated to the workforce, in relation to environmental matters including: sustainable materials procurement; waste management; energy management. This should include the arrangements for responding to, monitoring and recording environmental incidents, emergencies and complaints.</p>	Text
1.14.4	[EMP Training]	<p>Please describe your organisation's arrangements for providing employees with training and information on environmental issues.</p> <p>Guidance You should demonstrate that your organisation has in place and implements, training arrangements to ensure that your workforce has sufficient skills and understanding to carry out your various duties. This should include a programme of refresher training that will keep your workforce updated on relevant legal requirements and good environmental management practice.</p>	Text
1.14.5	[EMP Review]	<p>Please describe how your organisation checks, reviews and where necessary improves your environmental management performance and the environmental impact of your organisation.</p> <p>Guidance You should demonstrate that your organisation has a system for monitoring environmental management procedures on an ongoing basis and for updating them at periodic intervals. You should give details of the procedures in place to access and deal with environmental risks.</p>	Text

1.14.6	[EMP Waste]	What procedures do you use to ensure that waste is minimised and managed effectively?  Guidance You should give details of your procedures for dealing with waste (for example waste management plans, waste segregation, recycling).	Attachment
1.14.7	[EMP Supplier]	Please provide details of your organisation's arrangements for ensuring that any suppliers you engage apply environmental protection measures that are appropriate to the work for which they are being engaged.  Guidance You should describe your organisation's procedures for monitoring suppliers environmental management arrangements, ensuring that environmental performance is appropriate for the work to be undertaken, and is delivered throughout the whole of your organisation's supply chain.	Text

#### Qualification Questionnaire: 1.15 Environmental Certification

Section conditionally appears if		[EMP Choice] = 2) Attach a copy of your certificate	
	Question	Description	Question Type
1.15.1	[EMP Certificate]	If your organisation operates an environmental management system certified to international, European or equivalent standard (For example ISO14001 or EMAS), please attach a copy of the certificate here.  Guidance If you have been able to provide a copy of your organisation's certificate then YOU ARE NOT REQUIRED TO ANSWER ANY REMAINING QUESTIONS WITHIN THIS SECTION.	Attachment

#### Qualification Questionnaire: 1.16 Quality Management Choice

	Question	Description	Question Type
1.16.1	[QM Choice]	<p>★ Please confirm/select how you intend to answer the remainder of the Quality Management section.</p> <p>Your choices are either:</p> <p>1) If you do NOT have a quality management system certified to an international, European or equivalent standard, skip question [QM Certificate] and answer any remaining questions in this section.</p> <p>Or</p> <p>2) If you operate a quality management system certified to an international, European or equivalent standard attach a copy of your certificate against question [QM Certificate].</p>	Options List

#### Qualification Questionnaire: 1.17 Quality Management Cert

Section conditionally appears if		[QM Choice] = 2) Attach a copy of certificate	
	Question	Description	Question Type
1.17.1	[QM Certificate]	If your organisation operates a quality management system certified to an international, European or equivalent standard (e.g. BS EN ISO 9001) please attach a copy of the certificate here.  If you have been able to attach a copy of your organisation's certification to international, European or equivalent standard, (e.g. BS EN ISO 9001) then YOU ARE NOT REQUIRED TO ANSWER ANY OF THE REMAINING QUESTIONS (BELOW) IN THIS SECTION.	Attachment

#### Qualification Questionnaire: 1.18 Quality Management Other

Section conditionally appears if		[QM Choice] = 1) Answer remaining questions	
	Question	Description	Question Type
1.18.1	[QM Policy]	If your organisation has a documented policy regarding quality management, please attach a copy.  Guidance The policy should set out your organisation's responsibilities for quality management. Demonstrating that your organisation has and continues to implement a quality management policy that is authorised by the Chief Executive or equivalent and is periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.	Attachment
1.18.2	[QM Incidents]	Please describe your organisation's process for ensuring that your quality management is effective in reducing/preventing incidents of sub-standard delivery, this should include the quality of output and general performance.  Guidance You should be able to provide copies of your organisation's documentation procedures, that meet current agreed good practice. These should include the arrangements for quality management throughout your organisation. They should set out how your organisation will carry out its policy, with a clear indication of how the arrangements are communicated to the workforce.	Text

1.18.3	[QM Training]	<p>Please describe your organisation's arrangements for providing your workforce with quality related training and information appropriate to the type of work for which your organisation is likely to bid.</p> <p>Guidance You should demonstrate that your organisation has in place and implements, training arrangements to ensure that your workforce has sufficient skills and understanding to discharge your various responsibilities. These arrangements should include a programme of training that will keep your workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and training records.</p>	Text
1.18.4	[QM Reviewing]	<p>Please describe your organisation's procedures for periodically reviewing, correcting and improving quality performance.</p> <p>Guidance You must be able to demonstrate that your organisation has a system for monitoring quality management procedures on an on-going basis. Your organisation should be able to provide evidence of systematic, periodic review and improvement of quality in respect of output and general performance.</p>	Text
1.18.5	[QM Suppliers]	<p>Please describe your organisation's arrangements for ensuring that your own suppliers apply quality management measures that are appropriate to the work for which they are being engaged.</p> <p>Guidance You should be able to demonstrate that your organisation has arrangements for monitoring supplier's quality management measures and ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your organisation's supply chain.</p>	Text
1.18.6	[QM Complaints]	<p>How does your organisation deal with complaints?</p> <p>Guidance You should provide details of how your organisation maintains records of any complaints received and how corrective measures are carried out to prevent reoccurrence.</p>	Text

#### Qualification Questionnaire: 1.19 Health and Safety Breach

	Question	Description	Question Type
1.19.1	[HSL Breach]	<p>★ Has your organisation or any of its Directors or Executive officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years?</p>	Options List
1.19.2	[HSL Rem]	<p>If your answer to the question [HSL Breach] was "Yes", provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>Guidance The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial orders unless the bidder(s) can demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	Attachment

#### Qualification Questionnaire: 1.20 Health and Safety Choice

	Question	Description	Question Type
1.20.1	Guidance	<p>Tenderers are required to have and maintain a documented Health &amp; Safety Management System (H&amp;SMS) which covers the services to be provided under the contract. The H&amp;SMS must be operated to an international, European, or equivalent standard (e.g. BS OHSAS 18001, or any other buyer-specified standard e.g. a relevant SSIP equivalent scheme). A table of SSIP equivalent schemes can be obtained from the SSIP website at <a href="http://www.ssip.org.uk/index.asp">http://www.ssip.org.uk/index.asp</a>.</p> <p>If the H&amp;SMS is certified by an independent competent body, you are only required to provide a copy of your certification.</p> <p>If your H&amp;SMS is not certified by an independent certification body accredited by UKAS or equivalent certification and accreditation bodies, you are required to provide additional documentary evidence which demonstrates that your H&amp;SMS operates to a standard equivalent to BS OHSAS 18001 or a relevant equivalent standard.</p> <p>Tenderers who do not operate such a H&amp;SMS may not be considered further.</p>	
1.20.2	[HSP Choice]	<p>★ Please confirm/select how you intend to answer the remainder of the Health &amp; Safety Procedures section.</p> <p>Your choices are either:</p> <p>1) If you do NOT hold a certification as described in (2) below then skip question [HSP Stand] and answer all remaining questions in this section.</p> <p>Or</p> <p>2) If you hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001, or you have within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum, then please attach a copy of your certification in response to question [HSP Stand].</p>	Options List

### Qualification Questionnaire: 1.21 Health and Safety Cert

Section conditionally appears if		[HSP Choice] = 2) Attach copy of certificate	
	Question	Description	Question Type
1.21.1	[HSP Stand]	<p>If you hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001, or you have within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum, then please attach a copy of your certification here.</p> <p>Guidance If you are able to attach a copy of your organisations certification against this question then YOU ARE NOT REQUIRED TO ANSWER ANY OF THE REMAINING QUESTIONS IN THE HEALTH AND SAFETY PROCEDURES SECTION.</p>	Attachment

### Qualification Questionnaire: 1.22 Health and Safety Other

Section conditionally appears if		[HSP Choice] = 1) Answer the remaining questions	
	Question	Description	
1.22.1	Scotland Excel Guidance	GUIDANCE Although organisations with less than five employees are not required by law to have a documented policy statement and the need to reduce documentary requirements on such organisations is recognized, the subject matter of this contract and nature of the likely work packages dictate that a documented policy and organisational arrangements are an essential requirement, even for smaller organisations.	
	Question	Description	Question Type
1.22.2	[HSP Pol]	If you have a policy for health and safety (H&S) management please attach a copy.  Guidance Organisations with less than five employees are not required by law to have a documented policy statement. The need to reduce documentary requirements on micro businesses in particular will be taken into account by buyers and the evaluation panel. Your policy should provide evidence that your organisation has a H&S policy that is endorsed by the chief executive officer and that it is regularly reviewed. The policy should be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within your organisation. Your policy should be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.	Attachment
1.22.3	[HSP Prev]	Please describe your organisation's arrangements for ensuring that your H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents.  Guidance You should provide details of the arrangements for H&S Management that are relevant to the nature and scale of the requirement.	Text
1.22.4	[HSP Advice]	Please describe how your organisation obtains access to competent H&S advice and assistance, including for the workforce.	Text
1.22.5	[HSP Train]	Please describe your organisation's arrangements and processes for providing your workforce with training and information appropriate to the type of work for which your organisation is likely to bid.  Guidance You should provide evidence that your organisation has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to discharge the various duties. You should provide details of staff health & safety training arrangements and how relevant information is communicated to your staff. This should also include a description of your arrangements for keeping the workforce updated on legislation and good H&S practice applicable throughout the organisation.	Text
1.22.6	[HSP Qual]	Please describe what H&S or other relevant qualifications and experience your workforce has, in order to implement your H&S policy to a standard appropriate to the work for which your organisation is likely to bid.  Guidance You should demonstrate that your workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g. trainees.	Text
1.22.7	[HSP Rev]	Please describe your organisation's arrangements for checking, reviewing and where necessary, improving your H&S performance.  Guidance You should demonstrate that your organisation has in place, and implements, a system of monitoring H&S procedures on an ongoing basis and for periodically reviewing and updating that system as necessary.	Text
1.22.8	[HSP Plan]	Please describe your organisation's arrangements for involving your workforce in the planning and implementation of H&S measures.  Guidance You should demonstrate that your organisation has in place, and implements, a means of consulting its workforce on H&S matters and show how workforce comments, including complaints, are taken into account.	Text

1.22.9	[HSP Accid]	Please describe your organisation's procedures for recording accidents/incidents and undertaking follow-up action.  Guidance Please provide access to records of accident rates and frequency for all RIDDOR reportable events for at least the last three years. Demonstrate that you have in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to enforcement.	Attachment
1.22.10	[HSP Supl]	Please describe your organisation's arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the work for which they are being engaged.  Guidance You should demonstrate that your organisation has, and implements, arrangements for monitoring suppliers' H&S procedures, and for ensuring that H&S performance appropriate for the work undertaken is delivered throughout the whole of your organisation's supply chain.	Text
1.22.11	[HSP Assess]	Please describe your organisation's arrangements for carrying out risk assessments capable of supporting safe methods of work and reliable contract delivery where necessary.  Guidance You should demonstrate that your organisation has in place, and implements, procedures for carrying out risk assessments and for developing and implementing safe systems of work ("method statements"), and be able to provide relevant indicative examples. The identification and control of any significant occupational health issues should be prominent.  Organisations with five or fewer employees are not required by law to record risk assessments.	Text
1.22.12	[HSP Safe]	Please describe your organisation's arrangements for co-operating and co-ordinating your work with other suppliers.  Guidance You should provide an explanation of how co-operation and co-ordination of the work is achieved in practice, and how other organisations are involved in drawing up method statements/safe systems of work etc. including arrangements for response to emergency situations. This should include details of how comments and input from your suppliers will be taken into account and how external comments including any complaints, will be responded to.	Text

#### Qualification Questionnaire: 1.23 Prohibited Lists

	Question	Description	Question Type
1.23.1	[CCBP BL1]	<p>★ Has your organisation ever compiled, used, sold or supplied a prohibited list which:</p> <p>(a) Contains details of persons who are or have been members of trade unions or persons who are taking part or have taken part in the activities of trade unions, and</p> <p>(b) Is compiled with a view to being used by employers or employment agencies for the purposes of discrimination in relation to the treatment of workers</p> <p>Within the meaning of the Employment Relations Act of 1999 (Blacklists) Regulations 2010?</p>	Yes/No Value
1.23.2	[CCBP BL2]	<p>★ Has your organisation ever refused a person employment:</p> <p>(a) Because he/she is, or is not a member of a trade union, or</p> <p>(b) Because he/she is unwilling to accept a requirement</p> <p>(i) to take steps to become or cease to be, or to remain or not become, a member of a trade union, or</p> <p>(ii) to make payments or suffer deductions in the event of his/her not being a member of a trade union</p> <p>Within the meaning of Section 137 of the Trade Union and Labour Relations (Consolidation) Act 1992?</p>	Yes/No Value
1.23.3	[CCBPD BL3]	<p>★ Has your organisation breached the Data Protection Act 1998 or been served with an enforcement notice in relation to unlawfully processing personal data in connection with any blacklisting activities?</p>	Yes/No Value

#### Qualification Questionnaire: 1.24 Conflict of Interest

	Question	Description	Question Type
1.24.1	Conflict of Interest	<p>★ Are there any actual or potential conflicts of interest between the tenderer and Scotland Excel (and our members &amp; additional bodies)? A full list is included in the "Buyer Attachments" area of the tender, located in the "Additional Bodies" folder</p>	Yes/No Value
1.24.2	Conflict of Interest information	If you have indicated a conflict of interest please provide details and explain how it is proposed to avoid such conflict.	Text



### Qualification Questionnaire: 1.25 Corporate Social Responsibility

	Question	Description	Question Type
1.25.1	Corporate Social Responsibility (CSR)	Please confirm that you have a CSR policy in place.	Yes/No Value
1.25.2	Corporate Social Responsibility (CSR)	If yes please attach a copy of your CSR policy	Attachment

### Qualification Questionnaire: 1.26 Insurance

	Question	Description	Question Type
1.26.1	Insurance minimum requirements	<p>The minimum amounts of insurance that will be required to be provided to participate in the framework are stated below.</p> <p>Employer's liability insurance = £5 million in respect of each claim, without limit to the number of claims  Public/Products liability insurance = £5 million in respect of each claim, without limit to the number of claims  Statutory Third party Motor Vehicle liability = £5 million in respect of each claim, without limit to the number of claims  Goods in Transit cover – to cover the value of the materials supplied per annum</p> <p>Tenderers should also note the conditions of contract relating to insurance as stated in the document entitled "General Conditions of Contract" in the "Buyer Attachments" area.</p> <p>Tenderers must ensure that all sub contractors must comply with these requirements.</p>	
1.26.2	No Insurance	If you answer "No Insurance" to any of the Insurance requirements below you must complete the question named "No insurance explanation".	
1.26.3	Insurance Levels	If Tenderers are willing to increase their insurance levels to meet the Contract requirements they should attach a letter from their insurance broker confirming you will be able to obtain the relevant insurance if successful and before the award of the contract.	
	Question	Description	Question Type
1.26.4	Employers Liability Insurance	* Please select an option.	Options List
1.26.5	Public Liability Insurance	* Please select an option.	Options List
1.26.6	Product Liability Insurance	* Please select an option.	Options List
1.26.7	Third party Motor Vehicle Liability Insurance	* Please select an option.	Options List
1.26.8	No Insurance Explanation	Please explain why you do not have the Insurance requirement(s).	Text

### Qualification Questionnaire: 1.27 Employers Liability Brokers Letter

Section conditionally appears if		Employers Liability Insurance = I have insurance and a brokers letter	
	Question	Description	Question Type
1.27.1	Employers Liability Insurance Brokers Letter	Please attach a Brokers Letter	Attachment

### Qualification Questionnaire: 1.28 Employers Liability Insurance

Section conditionally appears if		Employers Liability Insurance = I have insurance and will attach	
	Question	Description	Question Type
1.28.1	[INS Emp Lia Cert]	<p>If available, please provide a copy of your current Employer's Liability Insurance certificate.</p> <p>This should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.</p>	Attachment

### Qualification Questionnaire: 1.29 Public Insurance

Section conditionally appears if		Public Liability Insurance = I have insurance and will attach	
	Question	Description	Question Type
1.29.1	[INS Pub Lia Cert]	<p>If available, please provide a copy of your current Public Liability Insurance certificate.</p> <p>This should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.</p>	Attachment

### Qualification Questionnaire: 1.30 Public Liability Brokers Letter

Section conditionally appears if		Public Liability Insurance = I have insurance and a brokers letter	
	Question	Description	Question Type
1.30.1	Public Liability Broker	* Attach Brokers letter	Attachment

### Qualification Questionnaire: 1.31 Product Liability Broker Letter

Section conditionally appears if		Product Liability Insurance = I have insurance and a brokers letter	
	Question	Description	Question Type
1.31.1	Product Liability Broker Letter	Please attach our Brokers Product Liability Letter	Attachment

### Qualification Questionnaire: 1.32 Product Insurance

Section conditionally appears if		Product Liability Insurance = I have insurance and will attach	
	Question	Description	Question Type
1.32.1	[INS Prod Lia Cert]	If available, please provide a copy of your current Product Liability Insurance certificate.  This should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.	Attachment

### Qualification Questionnaire: 1.33 Third Party Insurance Certificate

Section conditionally appears if		Third party Motor Vehicle Liability Insurance = I have insurance and will attach	
	Question	Description	Question Type
1.33.1	Third Party Insurance Certificate	* Please attach your certificate here	Attachment

### Qualification Questionnaire: 1.34 Third Party Vehicle Insurance Brokers Letter

Section conditionally appears if		Third party Motor Vehicle Liability Insurance = I have insurance and a brokers letter	
	Question	Description	Question Type
1.34.1	Third Party Vehicle Insurance Brokers Letter	* Please attach Brokers letter here	Attachment

### Qualification Questionnaire: 1.35 Certificates

	Question	Description	Question Type
1.35.1	Certificates	You are required to download, complete and attach the No collusion, Equalities Questionnaire, Equalities Declaration and Tender Declaration Certificates contained in the "Certificates" folder in the "Buyer Attachments" area. This is a MANDATORY requirement.	
1.35.2	Attachments to certificates	Please do not attach any other documents other than the 4 certificates asked for and only at the place provided. Attachments other than the 4 certificates requested will automatically be rejected by Scotland Excel.  Attaching any of the 4 certificates at a place in this document other than the place provided will NOT meet the requirement.	
	Question	Description	Question Type
1.35.3	No collusion	* Tenderers must download, complete, sign and upload the No Collusion certificate entitled "No Collusion Certificate" in the "Buyer Attachments" area demonstrating that they have not colluded in any aspect of this tendering opportunity. Failure to supply this certificate by the published closing date and time may result in your offer failing the bidder selection stage of the tender.	Attachment
1.35.4	S1 Equalities Questionnaire	* Tenderers must download, complete, sign and upload the Equalities Questionnaire certificate entitled "S1 Equalities Questionnaire" in the "Buyer Attachments" area. Failure to supply this certificate by the published closing date and time may result in your offer failing the bidder selection stage of the tender. The certificate should be downloaded, signed and uploaded into this system.	Attachment
1.35.5	S2 Equalities Declaration	* Tenderers must download, complete, sign and upload the Equalities Declaration certificate entitled "S2 Equalities Declaration" in the "Buyer Attachments" area. Failure to supply this certificate by the published closing date and time may result in your offer failing the bidder selection stage of the tender. The certificate should be downloaded, signed and uploaded into this system.	Attachment
1.35.6	Tender Declaration	* Tenderers must download, complete, manually sign and upload the Tender Declaration certificate entitled "Tender Declaration Certificate" in the "Buyer Attachments" area .  A Director or Company Secretary signature must be applied to the certificate, should the signatory not be a Director or Company Secretary please attach a letter of authority below. Failure to provide this certificate by the published closing date and time may result in your offer failing the bidder selection stage of the tender process.	Attachment
1.35.7	Letter of Authority	Please provide a letter of authority (if applicable) in relation to the above.	Attachment

### Qualification Questionnaire: 1.36 Supplier Self Audit

	Question	Description	Question Type
1.36.1	Supplier Self Audit	* Please complete the "Supplier Self Audit" document within the "Buyer Attachments" area and upload here.	Attachment

### Qualification Questionnaire: 1.37 Product Specifications

	Question	Description	
1.37.1	Product Specifications	The product specifications for each lot are located in the "Buyer Attachments" within folder "Product Specifications". These documents are named "Lot 1 Fresh & Prepared Meats Product Specifications", "Lot 2 Cooked Meats Product Specifications" and "Lot 3 Fresh Fish Product Specifications".  These specifications must be read by Tenderers for the lot(s) in which they intend to bid for.	
	Question	Description	Question Type
1.37.2	Acceptance of Lot 1 Product Specifications	Do you meet all specifications that apply to the products within lot 1?  Please note that selecting NO as a response may result in your offer not being considered. If there is / are specifications that you cannot meet, please clarify these through the message board facility.	Yes/No Value
1.37.3	Acceptance of Lot 2 Product Specifications	Do you meet all specifications that apply to the products within lot 2?  Please note that selecting NO as a response may result in your offer not being considered. If there is / are specifications that you cannot meet, please clarify these through the message board facility.	Yes/No Value
1.37.4	Acceptance of Lot 3 Product Specifications	Do you meet all specifications that apply to the products within lot 3?  Please note that selecting NO as a response may result in your offer not being considered. If there is / are specifications that you cannot meet, please clarify these through the message board facility.	Yes/No Value

### Qualification Questionnaire: 1.38 Important Note to Tenderers

	Question	Description
1.38.1	Completion of Envelopes	You have now completed the Qualification Envelope contained within ITT 3983, which must be submitted by the closing date and time. If you have not already done so please complete the Technical Envelope, also contained within this ITT 3983 and submit by the closing date and time. As stated above, a Tenderer may submit a response for any or all commercial lots. A compliant bid is comprised of the Qualification response, Technical response and any or all Lot(s) offered for the Commercial response.  Please note that separate Commercial Envelope(s), specific to each lot, must also be completed where an offer is to be submitted for that lot. Please note all commercial lots which you are offering for must be submitted by the closing date and time. Corresponding ITT numbers for each lot have been outlined below.
1.38.2	Lot 1 – ITT 3984	Fresh and Prepared Meat Products (incorporating PGI products)
1.38.3	Lot 2 – ITT 3985	Cooked Meats
1.38.4	Lot 3 – ITT 3986	Fresh Fish

### Technical Questionnaire

**Allow general attachments in Supplier responses?**

Allowed

**Total Max Score = 20**

### Technical Questionnaire: 2.1 Ability to Service – Section Max Score = 0

	Question	Description
2.1.1	Note:- Ability to service councils areas	The following questions relate to the Tenderer's ability to service participating Councils/Council areas (geographic lots) as listed below. Please note that there is a separate requirement to inform Scotland Excel of any service restrictions after this series of questions. TENDERERS MUST ENSURE THAT THEY READ AND UNDERSTAND THE SPECIFIC REQUIREMENTS OF EACH GEOGRAPHIC LOT PRIOR TO CONFIRMING THEIR ABILITY TO SERVICE. (ALL INFORMATION AVAILABLE TO SCOTLAND EXCEL IS CONTAINED IN THE "FRAMEWORK INFORMATION FOLDER" WITHIN THE "BUYER ATTACHMENTS" AREA TITLED "Logistics INFORMATION") This is essential to ensure that tenderers understand the Logistics and system/process requirements of any geographic lot they offer to service (for example; number of delivery locations, delivery frequencies, specific delivery timescales, eProcurement capability, invoicing, Corporate Purchasing Cards, PDF Invoicing, Invoicing to central locations etc). The ordering, invoicing and credit note process of Councils must be adhered to at all times. Invoices must carry the Council's relevant purchase order number. Where a credit note is awaited the original invoice will not be passed for payment until receipt of the relevant credit note. All invoices and credit notes must carry a unique invoice/credit note number.
2.1.2	Note:- Geographically Split Councils	Tenderers may offer to supply one or more geographic lots, as listed below. Argyll & Bute Council, North Ayrshire Council and Scottish Borders Council have been split into smaller geographic lots to allow tenderers to bid for specific areas within these Councils. This does not detract from tenderers offering to service the entire geographical areas of the Councils if they deem appropriate. PLEASE NOTE: – Tenderers should note that delivery to the Isle of Skye within The Highland Council will be classified as mainland Scotland as deliveries can be fulfilled by utilizing the road link between mainland and Isle of Skye.

	Question	Description	Question Type	Min / Max score
2.1.3	Confirmation – Logistics Information	* Please confirm that you have read and understand the requirements of the geographic lots you are offering to service. All Logistics Information available to Scotland Excel is held within the Framework Information section of the "Buyer Attachments" area.	Yes/No Value	0/0
	Question	Description		
2.1.4	Bidder Guidance	Please note that Dumfries & Galloway Council, Fife Council, Glasgow City Council, Highland Council, Orkney Islands Council, Stirling Council, The Moray Council and Western Isles have indicated that they do not intend to participate in this contract at this time due to having their own contractual arrangements in place. No evaluation will take place for these Council areas as part of this tender process, however tenderers should still indicate their ability to service for these councils, for future reference, and also to service any Associate Members that may be included within these areas, should circumstances change throughout the lifetime of this framework contract.		
2.1.5	Attachments	All attachments can be found in the Buyer Attachments Area. Please use the mass download facility to copy the attachments to your local desktop.		
2.1.6	Note:– Councils areas and associate members	It should also be noted that Scotland Excel's associate members that operate within these specified areas should be considered in your response as well as the specific council.		
	Question	Description	Question Type	Min / Max score
2.1.7	Aberdeen City Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.8	Aberdeenshire Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.9	Angus Council – Non School Meals ( Social Work, Leisure)	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.10	Argyll & Bute Council – Area A – Isle of Coll & Tiree	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.11	Argyll & Bute Council – Area B – Cowal	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.12	Argyll & Bute Council – Area C – Isle of Islay & Jura	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.13	Argyll & Bute Council – Area D – Helensburgh & Lomand	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.14	Argyll & Bute Council – Area E – Isle of Mull	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.15	Argyll & Bute Council – Area F – Mid Argyll & Kintyre	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.16	Argyll & Bute Council – Area G – Oban, Lorn & The Isles	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.17	Argyll & Bute Council – Area H – Isle of Colonsay	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.18	Argyll & Bute Council – Area I – Isle of Bute	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.19	City of Edinburgh Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.20	Clackmannanshire Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.21	Comhairle nan Eilean Siar	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.22	Dumfries & Galloway Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.23	Dundee City Council – Non School Meals ( Social Work, Leisure)	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.24	East Ayrshire Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.25	East Dunbartonshire Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.26	East Lothian Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.27	East Renfrewshire Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.28	Falkirk Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0

2.1.29	Fife Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.30	Glasgow City Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.31	Highland Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.32	Inverclyde Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.33	Midlothian Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.34	North Ayrshire Council – Mainland & Cumbrae	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.35	North Ayrshire Council – Isle of Arran	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.36	North Lanarkshire Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.37	Orkney Islands Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.38	Perth & Kinross Council – Non School Meals ( Social Work, Leisure)	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.39	Renfrewshire Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.40	Scottish Borders Council – Area A – Berwickshire & Earlston	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.41	Scottish Borders Council – Area B – Kelso & Selkirk	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.42	Scottish Borders Council – Area C – Hawick & Jedburgh	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.43	Scottish Borders Council – Area D – Galashiels & Peebles	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.44	Shetland Islands Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.45	South Ayrshire Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.46	South Lanarkshire Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.47	Stirling Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.48	Tayside Contracts (including Tay Cuisine)	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.49	The Moray Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.50	West Dunbartonshire Council	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.51	West Lothian	* Please indicate an intention to supply/service this council area	Yes/No Value	0/0
2.1.52	Restricted ability to service councils areas	If you have any supply/service restrictions related to any of the council areas please provide information on uploaded attachment.	Attachment	0/0

#### Technical Questionnaire: 2.2 DELIVERY & SERVICE – Section Max Score = 7.5

	Question	Description		
2.2.1	Delivery and Service – General	In general, Councils will require deliveries between 07.30am and 2pm, however this may vary due to Logistics requirements. Specific requirements for individual councils are detailed in the Logistics information found in the "Buyer Attachments" area. Delivery times into specific locations can vary within councils and therefore tenderers must note that flexibility will be required to meet specific location requirements. The majority of deliveries will be required during the school terms, which is approximately 40 weeks per annum. Other locations will require deliveries 52 weeks per annum. Details of specific locations who may require delivery /order flexibility and details of school holidays will be made available to the successful contractors from each council. Contractors must work with Councils to ensure that specific delivery requirements are adhered to.		
2.2.2	Guidance	Tenderers are required to complete a series of method statements in relation to; Servicing the Contract and Dealing with Complaints and Systems and Processes. Please refer to the "Method Statements" folder in the "Buyer Attachments" area, download each of the method statement templates, complete and re-attach below. Each method statement should be no more than 2 A4 pages and will be completed in font Arial, size 10. Additional Guidance is enclosed		
	Question	Description	Question Type	Min / Max score
2.2.3	Method Statement 1: Servicing the Contract	* Please attach your completed file " Method Statement 1: Servicing the Contract" here	Attachment	0/2
2.2.4	Servicing Outwith Delivery Schedules	* Please provide details of how you will meet any requirements for additional items out with the agreed delivery schedules such as theme days or other emergency requirements? Up to half a point is available for each key area addressed.	Text	0/1



2.2.5	Start Up Orders	* Please provide details of how you will deal with start up orders (holiday Mondays, return from annual holidays etc) within your proposed delivery schedule? Up to half a point is available for each key area addressed.	Text	0/1
2.2.6	Method Statement 2: Dealing with Complaints	* Please attach your completed file " Method Statement 2: Dealing with Complaints" here	Attachment	0/2.5
2.2.7	Method Statement 3: Systems and Processes	* Please attach your completed file " Method Statement 3: Systems and Processes" here	Attachment	0/1

#### Technical Questionnaire: 2.3 SUSTAINABILITY – Section Max Score = 0

	Question	Description
2.3.1	Sustainability	Sustainability is an important policy area for Scotland Excel and its Member Councils. It is important therefore that appointed Contractors are equally committed to the environment. There are provisions within the EU Consolidated Procurement Directive, which permits contracting authorities to take sustainability issues into consideration during the Tender evaluation process where they can be related to the subject matter of the Tender. As well as buying sustainable products (where possible), Scotland Excel/Councils wish to ensure that Contractors do all they can to minimise their impact on the environment. Councils may require evidence that Contractors are making progress in reducing energy consumption, emissions and waste as well as recycling where possible.

#### Technical Questionnaire: 2.4 Supply Chain Traceability – Section Max Score = 2

	Question	Description	Question Type	Min / Max score
2.4.1	Supply Chain and Traceability Guidance	Tenderers are required to provide details of their supply chain for the products they propose to provide as listed in the Commercial Envelope. Please refer to the "Sustainability" folder in the "Buyer Attachments" area, download the "Supply Chain Response " file, complete and re-attach below. The response should be no more than 2 A4 pages and will be completed in font Arial, size 10. Additional Guidance is enclosed within the template. Please note the mass download facility that will download all buyer attachments.		
2.4.2	Method Statement 4: Supply Chain Traceability	* Please attach your completed file " Method Statement 4: Supply Chain Response" here	Attachment	0/2

#### Technical Questionnaire: 2.5 Packaging & Recycling – Section Max Score = 2

	Question	Description	Question Type	Min / Max score
2.5.1	Innovative Recycling of Packaging	* Please advise of any solutions your organisation can offer to Councils to increase how the packaging of your products can be recycled and /or used for other purposes, for example, meats / fish delivered and collected for re-use, biodegradable packaging, etc. Points will be awarded for innovative suggestions offered. Successful tenderers will be expected to work with Councils to implement suggestions where required by the council/s. 0.5 points is available for each proposal put forward to a maximum of 1 point, with detail provided as to how the proposal would be implemented.	Text	0/1
2.5.2	Working with Schools (Recycling)	* Please advise of any innovative ideas your organisation will offer to Councils to assist educational establishments in attaining "eco" status or increasing recycling levels of food waste within schools. Successful tenderers will be expected to work with Councils to implement and promote initiatives, where appropriate. 0.5 points is available for each proposal put forward to a maximum of 1 point, with detail provided as to how the proposal would be implemented.	Text	0/1

#### Technical Questionnaire: 2.6 Food Miles and Route Planning – Section Max Score = 1

	Question	Description	Question Type	Min / Max score
2.6.1	Food Miles and Route Planning	* As part of the ongoing governmental policy to reduce food miles where possible, please provide details as to whether your company is developing methods of reducing food miles, in particular if your company is developing methods of route planning to reduce food miles. Maximum of 1 point available should the tenderer advise that they have an initiative or process in place to address this issue.	Text	0/1

#### Technical Questionnaire: 2.7 Protected Geographical Indication (PGI) / Protected Designation of Origin (PDO) – Section Max Score = 2

	Question	Description	Question Type	Min / Max score
2.7.1	PGI / PDO	Please refer to the "Sustainability " folder in the "Buyer Attachments" area, download the "PGI / PDO" file, complete and re-attach below. The responses should be no more than 2 A4 pages and will be completed in font Arial, size 10. Additional Guidance is enclosed within the templates. Please note the mass download facility that will download all buyer attachments.		
2.7.2	Method Statement 5: PGI / PDO	* Please attach your completed file "Method Statement 5: PGI / PDO" here	Attachment	0/2



### Technical Questionnaire: 2.8 Community Benefits – Section Max Score = 3

	Question	Description		
2.8.1	Supplier Community Benefits Proposal	It has become clear over recent years that there is scope within the EU legal framework which applies to public contracts, to use contracts to deliver wider social benefits such as:- Targeted recruitment and training (providing employment and training opportunities /Apprenticeships) SME and social enterprise development Community engagement		
	Question	Description	Question Type	Min / Max score
2.8.2	Method Statement 6: Community Benefits	* Please attach your completed file "Method Statement 6: Community Benefits" here	Attachment	0/3

### Technical Questionnaire: 2.9 The Living Wage – Section Max Score = 0

	Question	Description	Question Type	Min / Max score
2.9.1	The Living Wage	* The Living Wage is a suggested hourly rate which is considered to be the minimum hourly wage necessary for shelter (housing and incidentals such as clothing and other basic needs) and nutrition for a person for an extended period of time. The Living Wage is currently set at £7.65 per hour. Successful tenderer/s will bear Scotland Excel's commitment to the Living Wage in mind throughout the duration of the contract. Please confirm that you have read and acknowledge this statement. This information will not be scored.	Yes/No Value	0/0

### Technical Questionnaire: 2.10 OPERATIONAL REQUIREMENTS – Section Max Score = 0

No Technical Questions found.

### Technical Questionnaire: 2.11 Core Fixed Price Period – Section Max Score = 0.5

	Question	Description	Question Type	Min / Max score
2.11.1	Price Stability – Core Products	* Please note the scheduled start date of this framework contract is 1st October 2014. Please confirm compliance with the fixed price period (from contract commencement) for core products detailed in this section. 0.5 points available for 12 months, 0.25 points available for 9 months and 0 points available for 6 months.	Options List	0/0.5
2.11.2	Core Products – Greater than 12 months	* Please confirm if you are willing to offer fixed pricing on core products for a longer period than 12 months and the duration offered. 0 points available	Text	0/0

### Technical Questionnaire: 2.12 Non-Core Fixed Price Period – Section Max Score = 0.5

	Question	Description	Question Type	Min / Max score
2.12.1	Non-Core Fixed Price Period	* It is preferred that tenderers will hold non core prices firm for a minimum period of 12 months and thereafter at 6 monthly intervals. Please confirm the period of time you are willing to hold non core prices for. 12 months scores 0.5 point, 9 months scores 0.25 points, 6 months scores 0 points.	Options List	0/0.5
2.12.2	Non-Core – Greater than 12 months	* Please confirm if you are willing to offer fixed pricing for non core products for a longer period than 12 months and provide detail as to the duration offered. 0 points available	Text	0/0

### Technical Questionnaire: 2.13 Shelf Life – Section Max Score = 1.5

	Question	Description		
2.13.1	Shelf Life	Shelf life of product is an important aspect of this contract and Scotland Excel reserve the right to discuss any specific shelf life requirements with successful Tenderers at contract mobilisation, and to also monitor shelf life of products supplied as part of the contract Key Performance Indicators.		
	Question	Description	Question Type	Min / Max score
2.13.2	Management of Shelf Life	* Please advise the processes your organisation has in place to manage and monitor the shelf life of product. Up to 1 point is available for tenderers who demonstrate a robust process is in place to ensure that products are delivered with a "sufficient" shelf life.	Text	0/1
2.13.3	Management of Shelf Life – School Holidays	* Due consideration of sell by dates must be given by contractors to deliveries into units where it is over a Bank holiday weekend or approaching school holidays. Please advise how you will ensure that product delivered to establishments to be serviced by this Contract will have "sufficient" shelf life to meet the requirements of the delivery locations. 0.5 points is available for tenderers who provide detail as to how they intend to manage this aspect of deliveries into locations.	Text	0/0.5

**Technical Questionnaire: 2.14 Total Cost Breakdown – Section Max Score = 0**

	Question	Description		
2.14.1	Total Cost Breakdown	Please provide your total cost breakdown detailing the percentage split relevant to the following elements; raw materials, packaging and processing, distribution, overheads, administration and profits. This information will not be scored but will be used for information purposes throughout the life of the contract with successful tenderers.		
	Question	Description	Question Type	Min / Max score
2.14.2	Raw Materials	* Please confirm Raw Materials Percentage of total cost – %	Numeric	0/0 (Differential Ascending)
2.14.3	Packaging and Processing	* Please confirm Packaging and Processing Percentage of total cost – %	Numeric	0/0 (Differential Ascending)
2.14.4	Distribution Percentage	* Please confirm Distribution Percentage of total cost – %	Numeric	0/0 (Differential Ascending)
2.14.5	Overheads Percentage	* Please confirm Overheads Percentage of total cost – %	Numeric	0/0 (Differential Ascending)
2.14.6	Administration and Profits	* Please confirm Administration and Profits Percentage of total cost – %	Numeric	0/0 (Differential Ascending)

**Technical Questionnaire: 2.15 Minimum Order Value – Section Max Score = 0**

	Question	Description	Question Type	Min / Max score
2.15.1	Minimum Order Value	* It is preferred that there be no minimum order value within this contract due to varying sizes of establishments, Please advise whether you are able to comply with a zero minimum charge?	Yes/No Value	0/0
2.15.2	Minimum Order Value Charge	If you have stated that a charge will be applicable for minimum order values please advise as to the level here	Text	0/0

**Technical Questionnaire: 2.16 ABILITY TO TRANSACT – Section Max Score = 0**

	Question	Description	Question Type	Min / Max score
2.16.1	Method of Ordering	* Please state method(s) by which you can accept orders under your current card agreement, for example, telephone, internet, fax, e-mail, post. Please indicate against the following methods.	Multi Choice Options List	0/0
2.16.2	Statement Billing Capability	* Do you have the capability to offer Statement Billing. Statement Billing is utilised where there is a large / high volume of invoices being submitted by a Contractor to several departments across a Council. The Contractor would be expected to issue one single invoice for a period to be agreed between the Council and the Contractor. This may be accompanied by an Excel spreadsheet which would detail the individual costs and management information for each department. The information supplied in this spreadsheet would also be agreed between the Council and the Contractor prior to set up of the Statement Bill. This information will not be scored, as those tenderers indicating their ability to service Council's which require statement billing must be able to provide this by the contract start date. (Please note Councils' requirements can be found on the Logistics Information in the "Buyer Attachments" area.)	Options List	0/0
	Question	Description		
2.16.3	e-Invoicing	Electronic invoicing is defined as invoices sent electronically from the appointed contractor(s) system directly into Council Accounts Payable system, via cXML, ready for authorisation and payment within 10 working days. Electronic Invoicing usually involves some investment by both Councils and appointed contractor(s).		
	Question	Description	Question Type	Min / Max score
2.16.4	e-Invoicing Capability	* Do you have the capability to offer E Invoicing as outlined within the statement above. This information will not be scored, as those tenderers indicating their ability to service Council's which require e-invoicing must be able to provide this by the contract start date. (Please note Councils' requirements can be found on the Logistics Information in the "Buyer Attachments" area.)	Options List	0/0
2.16.5	Direct Punch Out	* Do you have a web based catalogue that could be used by Councils to "punch out" for the products offered as an alternative to building a catalogue for Council Systems? This information will not be scored, as those tenderers indicating their ability to service council's which require "punch out" functionality must be able to provide this by the contract start date. (Please note Councils' requirements can be found on the Logistics Information in the "Buyer Attachments" area.)	Options List	0/0

**Technical Questionnaire: 2.17 CORPORATE PURCHASING CARDS (CPC) – Section Max Score = 0**

	Question	Description
2.17.1	Corporate Purchasing Cards (CPC)	Purchase Cards are used by Councils to reduce high volume, low value transactions resulting in reduced costs and streamlined processes associated with authorising, tracking, purchasing, and reconciling business purchases. Some of the benefits enjoyed by Contractor(s) with Corporate Purchasing Card transactions include: (a) Quicker payment – typically within four days (b) Improved cash flow and control – no chasing for payment of invoices (c) Increased opportunities – most large organisations have either implemented Purchasing Card programmes or will soon.

	Question	Description	Question Type	Min / Max score
2.17.2	Capability to accept Corporate Purchasing Cards	* Do you have the capability to accept payment by CPC. This information will not be scored, as those tenderers indicating their ability to service council's which require Corporate Purchasing Cards for purchasing milk must be able to provide this by the contract start date. (Please note Councils' requirements can be found on the Logistics Information in the "Buyer Attachments" area.)	Options List	0/0
2.17.3	Corporate Purchasing Cards Statement Level	Please specify the CPC statement level you will accept, For your information, there are 3 types of card terminal which are generally classed at Level 1,2 and 3 terminals. Level 1 – This is a normal credit card terminal which will not provide Line Item Detail. Level 2 – With a Level 2 terminal there is additional VAT information that flows. This allows Councils to automatically reclaim the VAT. Generally this will not provide Line Item Detail. Level 3 – Level 3 terminals provide the VAT information as with Level 2 and in addition also provide Line Item Detail. This information will not be scored.	Options List	0/0
2.17.4	Transaction charge level	Please specify any transaction charge level. This information will not be scored.	Numeric	0/0 (Differential Ascending)