

Response Document

Part 1 Selection Questionnaire

For Participant’s information - the questions in this section are evaluated by:

- Mandatory Pass/Fail – Potential Suppliers that fail these questions will be excluded from this tender process.
- Discretionary Pass/Fail - Potential Suppliers that fail these questions may, at OS’ discretion, be excluded from this tender process.
- For Information Only – Not used for evaluation purposes.
- Percentage weighting – Shows the relative weighting of the question in the evaluation methodology.

This is indicated next to each question for your convenience.

Section 1

All of Section 1 is for Information Only purposes.

1 Potential Supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Section 1 and Section 2 self-declaration.

1.1 Full name of the potential supplier submitting the information

Landmark Information Group

1.2 Registered office address (if applicable)

7 Abbey Court, Eagle Way, Sowton Industrial Estate, Exeter, EX2 7HY

1.3 Registered website address (if applicable)

Www.landmark.co.uk

1.4 Trading status

- | | |
|--|--|
| <input type="checkbox"/> public limited company | <input type="checkbox"/> sole trader |
| <input checked="" type="checkbox"/> limited company | <input type="checkbox"/> third sector |
| <input type="checkbox"/> limited liability partnership | <input type="checkbox"/> other (please specify your trading status): |
| <input type="checkbox"/> other partnership | Click or tap here to enter text. |

1.5 Date of registration in country of origin

31 January 1994

1.6 Company registration number (if applicable)

02892803

1.7 Charity registration number (if applicable)

Click or tap here to enter text.

1.8 Head office DUNS number (if applicable)

Click or tap here to enter text.

1.9 Registered VAT number
 634 5097 35

1.10 If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?
 Yes No N/A

1.10.1 If you responded yes to 1.10, please provide the relevant details, including the registration number(s).
 Click or tap here to enter text.

1.11 Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?
 No

1.11.1 If you responded yes to 1.11, please provide additional details of what is required and confirmation that you have complied with this.
 Click or tap here to enter text.

1.12 Trading name(s) that will be used if successful in this procurement
 Landmark Solutions

1.13 Relevant classifications (state whether you fall within one of these, and if so which one):
 Voluntary Community Social Enterprise (VCSE)
 Sheltered Workshop
 Public service mutual

1.14 Are you a Small, Medium or Micro Enterprise (SME)?
 Yes No

1.15 Details of Persons of Significant Control (PSC), where appropriate:
 Name: Click or tap here to enter text.
 Date of birth: Click or tap here to enter text.
 Nationality: Click or tap here to enter text.
 Country, state or part of the UK where the PSC usually lives: Click or tap here to enter text.
 Service address: Click or tap here to enter text.
 The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used): Click or tap here to enter text.
 Which conditions for being a PSC are met:
 Over 25% up to (and including) 50%,
 More than 50% and less than 75%,
 75% or more.
 (Please enter N/A if not applicable)

1.16 Details of immediate parent company:
 Full name of the immediate parent company: DMGI LAND & PROPERTY EUROPE LTD
 Registered office address (if applicable): 5-7 Abbey Court, Eagle Way Sowton Industrial Estate, Exeter, EX2 7HY

Registration number (if applicable): 01163844
 Head office DUNS number (if applicable): N/A
 Head office VAT number (if applicable): N/A
 (Please enter N/A if not applicable)

1.17 Details of ultimate parent company:

Full name of the ultimate parent company: Click or tap here to enter text.
 Registered office address (if applicable): Click or tap here to enter text.
 Registration number (if applicable): Click or tap here to enter text.
 Head office DUNS number (if applicable): Click or tap here to enter text.
 Head office VAT number (if applicable): Click or tap here to enter text.
 (Please enter N/A if not applicable)

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

2 Bidding Model

Questions 2.1 – 2.5 are for Information Only purposes.

2.1 Are you bidding as the lead contact for a group of economic operators?

Yes No

If yes, please provide details listed in questions 2.2, 2.3, 2.4, 2.5 and 1.3, Section 2 and 3.

If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.

2.2 Name of group of economic operators (if applicable):

N/A

2.3 Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.

Landmark as Contract Lead, with support in required areas by [REDACTED] via a sub-contract

2.4 Are you or, if applicable, the group of economic operators proposing to use sub-contractors?

Yes

2.5 If you responded yes to 2.4 please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

Name:	[REDACTED]	Click or tap here to enter text.
Registered Address:	[REDACTED]	Click or tap here to enter text.
Trading Status:	[REDACTED]	Click or tap here to enter text.
Company Registration No.:	[REDACTED]	Click or tap here to enter text.
Head Office DUNS No.:	Click or tap here to enter text.	Click or tap here to enter text.

Registered VAT No.:	Click or tap here to enter text.	Click or tap here to enter text.
Type of Organisation:	[REDACTED]	Click or tap here to enter text.
SME:	[REDACTED]	Click or tap here to enter text.
The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables:	[REDACTED]	Click or tap here to enter text.
The approximate % of contractual obligations assigned to each sub-contractor:	[REDACTED]	Click or tap here to enter text.

2.6 Contact details and declaration

Question 2.6 is a discretionary exclusion question.

I declare that to the best of my knowledge that the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Contact name:	[REDACTED]
Name of organisation:	Landmark Information Group
Role in organisation:	[REDACTED]
Phone number:	[REDACTED]
E-mail address:	[REDACTED]
Postal address	
Signature (electronic is acceptable):	[REDACTED]
Date:	14/07/2023

PASS/FAIL

Section 2

3 Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Section 1 and Section 2 self-declaration.

The detailed grounds for mandatory and discretionary exclusion of an organisation are set out on this webpage (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.

3.1 Regulations 57(1) and (2)

All questions within 3.1 are mandatory exclusions. Anyone that responds ‘yes’ to these questions will be excluded from participating in this tender opportunity.

3.1.1 Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage:

3.1.1.1 Participation in a criminal organisation

<input type="checkbox"/> Yes - If Yes please provide details at 3.1.2	<input checked="" type="checkbox"/> No
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3.1.1.2 Corruption

<input type="checkbox"/> Yes - If Yes please provide details at 3.1.2	<input checked="" type="checkbox"/> No
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3.1.1.3 Fraud

<input type="checkbox"/> Yes - If Yes please provide details at 3.1.2	<input checked="" type="checkbox"/> No
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3.1.1.4 Terrorist offences or offences linked to terrorist activities

<input type="checkbox"/> Yes - If Yes please provide details at 3.1.2	<input checked="" type="checkbox"/> No
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3.1.1.5 Money laundering or terrorist financing

<input type="checkbox"/> Yes - If Yes please provide details at 3.1.2	<input checked="" type="checkbox"/> No
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3.1.1.6 Child labour and other forms of trafficking in human beings

<input type="checkbox"/> Yes - If Yes please provide details at 3.1.2	<input checked="" type="checkbox"/> No
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3.1.2 If you have answered yes to question 3.1.1, please provide further details:

Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction	Click or tap here to enter text.
Identity of who has been convicted	Click or tap here to enter text.
If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents	Click or tap here to enter text.

3.1.3 If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self-Cleaning)

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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3.2 Regulation 57(3)

Question 3.2 is a discretionary exclusion question.

OS reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

3.2.1 Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?

No

PASS/FAIL

3.2.2 If you have answered yes to question 3.2.1, please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.

Click or tap here to enter text.

PASS/FAIL

3.3 Regulation 57 (8)

The detailed grounds for discretionary exclusion of an organisation are set out on the webpage (link provided above), which should be referred to before completing these questions.

Question 3.3 is a discretionary exclusion question.

OS reserves the right to use its discretion to exclude a potential supplier that responds to any question within 3.1 without providing a satisfactory explanation within 3.3.2 as to how they have carried out sufficient self-cleaning activities.

3.3.1 Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation:

3.3.1.1 Breach of environmental obligations?

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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3.3.1.2 Breach of social obligations?

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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3.3.1.3 Breach of labour law obligations?

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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3.3.1.4 Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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3.3.1.5 Guilty of grave professional misconduct?

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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3.3.1.6 Entered into agreements with other economic operators aimed at distorting competition?

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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3.3.1.7 Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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3.3.1.8 Been involved in the preparation of the procurement procedure?

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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3.3.1.9 Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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3.3.1.10 Please answer the following statements:

a) The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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b) The organisation has withheld such information.

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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c) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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d) The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

<input type="checkbox"/> Yes - If Yes please provide details at 3.3.2	<input checked="" type="checkbox"/> No
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3.3.2 If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)

Click or tap here to enter text.

Section 3

4 Economic and Financial Standing

Question 4 is a discretionary exclusion question. Potential suppliers that cannot provide any of the information within 4.1 or sub-questions to an acceptable level that gives OS confidence that the potential supplier will remain solvent during the contract period may, at OS’ discretion, be excluded from this tender process.

4.1 Are you able to provide a copy of your audited accounts for the last two years, if requested?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, can you provide one of the following: answer with Yes or No in the relevant box.

4.1.1 A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4.1.2 A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4.1.3 Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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5 Wider Group

5.1 If you have indicated in the Selection Questionnaire question 2.1 that you are part of a wider group, please provide further details below:

Name of Organisation: N/A
Relationship to the Potential Supplier completing these questions: Click or tap here to enter text.

FOR INFORMATION ONLY

5.2 Are you able to provide parent company accounts if requested to at a later stage?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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FOR INFORMATION ONLY

5.3 If yes, would the parent company be willing to provide a guarantee if necessary?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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FOR INFORMATION ONLY

5.4 If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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FOR INFORMATION ONLY

6 Technical and Professional Ability

Relevant experience and contract examples

6.1 Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.

The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.

Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

Where the Potential Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.

If you cannot provide examples see question 6.3

<p>Contract 1</p> <p>Name of customer organisation: [REDACTED]</p> <p>Point of contact in the organisation: [REDACTED]</p> <p>Position in the organisation: [REDACTED]</p>

E-mail address: [REDACTED] Description of contract: [REDACTED] Contract Start date: [REDACTED] Contract completion date: [REDACTED] Estimated contract value: [REDACTED]
Contract 2 Name of customer organisation: [REDACTED] Point of contact in the organisation: [REDACTED] Position in the organisation: [REDACTED] E-mail address: [REDACTED] Description of contract: [REDACTED] Contract Start date: [REDACTED] Contract completion date: [REDACTED] Estimated contract value: [REDACTED]
Contract 3 Name of customer organisation: Click or tap here to enter text. Point of contact in the organisation: Click or tap here to enter text. Position in the organisation: Click or tap here to enter text. E-mail address: Click or tap here to enter text. Description of contract: Click or tap here to enter text. Contract Start date: Click or tap here to enter text. Contract completion date: Click or tap here to enter text. Estimated contract value: Click or tap here to enter text.

FOR INFORMATION ONLY

6.2 Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s). Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries):

We have a long-standing relationship with [REDACTED], which has worked successfully on the [REDACTED] [REDACTED]. As [REDACTED] has expanded the support element to Landmark processes, this feels a sensible project for them to assist
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FOR INFORMATION ONLY

6.3 If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

Click or tap here to enter text.

FOR INFORMATION ONLY

7 Modern Slavery Act 2015

7.1 Are you compliant with the Modern Slavery Act 2015 and international labour laws?

Any Potential Supplier that responds 'No' to this question will be excluded from this tender process.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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PASS / FAIL

7.2 Are you a relevant commercial organisation as defined by section 54 (*Transparency in supply chains etc.*) of the Modern Slavery Act 2015?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
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FOR INFORMATION ONLY

7.3 If you have answered yes to question 7.2, are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?

Any Potential Suppliers that responded ‘Yes’ to question 7.2 and responds ‘No’ to question 7.3 without satisfactory explanation, may, at OS’ discretion, be excluded from this process.

<input type="checkbox"/> Yes Please provide url: Click or tap here to enter text.	<input type="checkbox"/> No Please provide explanation: Click or tap here to enter text.
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DISCRETIONARY PASS/FAIL

7.4 OS is keen to contract with suppliers that have systems and procedures in place that ensure that any staff directly employed by them are paid in excess of the living wage and that no child labour is directly, or indirectly, used in the delivery of services within your organisation. The Participant must therefore, provide details and evidence of how their systems and procedures will provide OS with total assurance that these issues are addressed in the recruitment of staff and in the delivery of services.

Your response should provide documentation and evidence of:

- monitoring that you undertake (such as notes or evidence from onsite visits to suppliers within your supply chain, internal/external reports on your suppliers or supply chain used in the provision of these services); and
- evidence of benchmarking the Participant has used to ensure confidence that in excess of the living wage is being paid.

Landmark have ensured that subcontractors are compliant with Modern Slavery practises, including fair pay, as well as ourselves. This is audited annually for all subcontractors, including [REDACTED], where their staffing is checked for the use of child labour and of those vulnerable or in distress.

DISCRETIONARY PASS/FAIL

8 Insurance

8.1 Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below.

Potential Suppliers that do not agree to this (respond ‘Yes’) will be excluded from this tender process.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Employer’s (Compulsory) Liability Insurance = £10,000,000

Public Liability Insurance = £5,000,000

Professional Indemnity Insurance = £5,000,000

Product Liability Insurance = £5,000,000

It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

MANDATORY PASS / FAIL