# Appendix A: Application

Please complete all pink fields, then send to [procurement@emh.co.uk](mailto:procurement@emh.co.uk) using the subject line ‘**Construction purchasing system application’.**

Applications will generally be reviewed within 5 working days.

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| **Company details** | |
| Company name |  |
| Registered address |  |
| Trading status (delete as applicable) |  |
| Date of registration |  |
| Company registration number |  |
| Registered VAT number |  |
| Are you a micro, small or medium enterprise? (delete as applicable) |  |
| Details of any persons of significant control (PSC), including (1) name (2) date of birth, (3) nationality, (4) country, state or part of the UK where the PSC usually lives, (5) service address, (6) the date they became a PSC in relation to the company and (7) 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 |  |
| Details of your immediate parent company:   * Full name of immediate parent company * Registered or head office address * Registration number (if applicable) * VAT number (if applicable)   Please enter N/A if not applicable. |  |
| Details of your ultimate parent company:   * Full name of ultimate parent company * Registered or head office address * Registration number (if applicable) * VAT number (if applicable)   Please enter N/A if not applicable. |  |
| **Grounds for mandatory exclusion** | |
| Within the past five years, anywhere in the world, have you or any person who is a member of the supplier’s administrative, management or supervisory body; or has powers of representation, decision or control in the supplierbeen convicted of any of the offences within the summary below?   * Participation in a criminal organisation * Corruption * Terrorist offences or offences linked to terrorist activities * Money laundering or terrorist financing * Child labour and other forms of trafficking in human beings * Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. * Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.   If you have answered yes to any of the questions on mandatory exclusion grounds please provide further details, including;   * date of conviction and the jurisdiction * which of the grounds listed the conviction was for * the reasons for conviction * the identity of who has been convicted   If the relevant documentation is available electronically, please provide:   * the web address * issuing authority * precise reference of the documents   If you have answered yes to any part of the questions on mandatory exclusion grounds, please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion (Self-cleaning). |  |
| **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions** | |
| Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.  If documentation is available electronically, please provide-   * + the web address,   + issuing authority,   + precise reference of the documents.   If you have answered no to this question, please provide further details including the following:   * Country concerned * the amount concerned * how the breach was established, i.e., through a judicial or administrative decision or by other means * if the breach has been established through a judicial or administrative decision please provide the date of the decision * if the breach has been established by other means please specify the means. * Please also confirm whether 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.   Please note we reserve our right to use our discretion to exclude your application where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions. |  |
| **Grounds for discretionary exclusion** | |
| Within the past three years, anywhere in the world, have any of the situations summarised below applied to you?   * Breach of environmental law obligations? To note that environmental law obligations include Health and Safety obligations. * Breach of social law obligations? * Breach of labour law obligations? * Bankruptcy or subject of insolvency? * Guilty of grave professional misconduct? * Distortion of competition? * Conflict of interest? * Been involved in the preparation of the procurement procedure? * Prior performance issues? |  |
| Do any of the following statements apply to you?   * You have been 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? * You have withheld such information. * You are not able, without delay, to submit supporting documents if/when required.   You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |
| You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million. If you are a relevant commercial organisation, please confirm:   * you have published a statement as required by Section 54 of the Modern Slavery Act * that the statement complies with the requirements of Section 54 |  |
| If you have answered yes to any of the questions relating to grounds for discretionary exclusion (or no to any of the Modern Slavery Act questions), please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion? (Self-cleaning). |  |
| **Economic and financial standing** | |
| Do you currently have a positive cash position (not in overdraft)? |  |
| Do you currently have a positive net asset position (assets less liabilities)? |  |
| Do you have in place processes to monitor the financial risk in your supply chain? |  |
| **Relevant experience and contract examples** | |
| Please provide details of up to three contracts of the type described (‘Types of project’) to meet the technical and professional ability criteria required to undertake construction projects, in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. The examples 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.  For each contract, please provide the following information:   * Name of customer organisation who signed the contract. * Name of supplier who signed the contract. * Point of contact of the customer. * Position in the customer’s organisation. * E-mail address. * Description of contract. * Contract Start date. * Contract completion date. * Estimated contract value.   If you cannot provide at least one example of previous contracts that are relevant to our requirement, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.  The description 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 and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes). |  |
| Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain. |  |
| I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.  I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database in any country free of charge or the contracting authority already possesses the documentation.  I understand that the information will be used in the selection process to assess my suitability 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. |  |
| **Accreditation** | |
| Are you applying for the ‘above threshold’ dynamic purchasing system?  If so please evidence of your accreditation to the Common Assessment Standard (CAS), including who with, and the current expiry date. |  |
| Are you applying for the ‘below threshold’ low value purchasing system?  If so, we will verify your accreditation to the Safety Scheme In Procurement (SSIP) with <https://www.ssipportal.org.uk>. |  |
| **Supplier contact** | |
| Your name |  |
| Your position |  |
| Your direct telephone number |  |
| Your e-mail address |  |
| E-mail address registered with MyTenders[[1]](#footnote-2) |  |

1. <https://www.mytenders.co.uk/Register_V2/Supplier_Register.aspx> [↑](#footnote-ref-2)