# Appendix A: Application

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

# 1. Company information

|  |  |
| --- | --- |
| Company name |  |
| Registered address |  |
| Trading status |  |
| Date of registration |  |
| Company registration number |  |
| Registered VAT number |  |
| Are you a micro, small or medium enterprise? |  |

# 2. General questions

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| --- | --- | --- | --- |
| Please confirm which of the following lots your application is for: | Lot | Below threshold[[1]](#footnote-2) low value market (a) | Above threshold dynamic market (b) |
| 1: Building fabric repair | (1a) | (1b) |
| 2: Building systems and fittings | (2a) | (2b) |
| 3: Grounds maintenance and soft / external services | (3a) | (3b) |
| Please advise which of the following locations you can provide services in. | | Derbyshire Dales, High Peak, East Staffordshire, Staffordshire Moorlands, Sheffield  Derbyshire (excluding any of the above)  Leicestershire  Lincolnshire (South Kesteven only)  Northamptonshire  Nottinghamshire  Warwickshire | |
| To assist our colleagues in finding suppliers for the services they need, please tick specific services that you can provide.  The services listed apply for both the above and below threshold lots. | | Lot 1: Building fabric repair  Asbestos removal  Brickwork  Decorating  General internal repairs  Insulation  Joinery  New property aftercare  Plastering  Plumbing  Roofing  Structural repairs  Scaffolding  Windows and doors  Lot 2: Building systems and fittings  Aids and adaptations  Air conditioning and ventilation  Electrical repairs, maintenance and testing  Fire safety systems and firefighting equipment  Flooring  Kitchen and bathroom refurbishment  New property aftercare  Plumbing and heating systems (gas and renewable energy)  Security systems, (CCTV, door access)  Lot 3: Grounds maintenance and soft / external services  Clean and clearance services  Communal area cleaning  Fencing and gates  Grounds maintenance  New property aftercare  Paving and surfacing  Skip hire  Tree surgery  General gardening services | |
| Please confirm that you have a current Safety Scheme In Procurement accreditation (SSIP), and the expiry date.  **We will verify your accreditation with the SSIP Portal.** | |  | |
| Please confirm you have liability insurance of at least £1m, and the expiry date of your current policy.  **Please attach evidence of this with your e-mail application.** | |  | |
| Do you currently have a positive cash position (not in overdraft)? | |  | |
| Do you currently have a positive net asset position (assets less liabilities)? | |  | |
| Please confirm that 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. | |  | |

Applicants for lots 1b, 2b and / or 3b must complete the below question.

|  |  |
| --- | --- |
| Register and complete the supplier registration service questionnaire[[2]](#footnote-3) which you can find linked [here](https://supplierregistration.cabinetoffice.gov.uk/organisation/register).  When complete please attach a download of your questionnaire. | Document attached: |

Applicants for lots 1a, 2a and / or 3a may either complete the previous question, or may instead complete the below.

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| 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 parent company:   * Full name of parent company * Registered or head office address * Registration number (if applicable) * VAT number (if applicable)   Please enter N/A if not applicable. |  |
| 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, please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion (Self-cleaning). |  |
| 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 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. |  |
| 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? |  |
| 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 |  |

# 3. Statement of suitability

Please provide a statement of suitability for all lots that you are applying for including:

* Experience; including specific contracts delivered and their value(s), and any specific experience in the social housing sector
* Capability; the employees that you have available to deliver any services – including specific numbers – and how you ensure they are competent
* Accreditation / certification; for any services that you provide that are governed by regulatory standards (i.e. gas)
* Location; where the business is located, where your staff are located, and how this is suitable for delivering services in the required locations. **Please note that if you cannot demonstrate that you have specific capability to deliver services in the required locations (East Midlands and Warwickshire) with staff in these locations then we will not accept your application.**

Do not exceed 1,000 words.

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# 4. Supplier contact

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| Your name |  |
| Your position |  |
| Your direct telephone number |  |
| Your e-mail address(es) (for all contact relating to this market) |  |

When you have completed all pink fields, send to [procurement@emh.co.uk](mailto:procurement@emh.co.uk) using the subject line ‘**Maintenance market application’.**

Please also attach a copy of your bank details on company letter headed paper in a secure document format (i.e. PDF) so that when needed you can be set up on EMH purchasing and payment systems.

Your application should consist of:

* This completed form
* Evidence of your insurance
* Evidence of your bank details
* Your supplier registration service information (if applying for lots 1b, 2b and / or 3b)

Applications will generally be reviewed within 10 working days. Where high volumes of applications are received, this timescale may be slightly longer.

If you are successful you will be e-mailed a link to sign the agreement electronically. If you are not successful you will be advised of the reasons why, for you to reapply if you are capable of meeting the required standards.

1. The public procurement thresholds from 1 January 2024 are:

   Works: £5,372,609  
   Supplies / services: £214,904 [↑](#footnote-ref-2)
2. This is the required questionnaire for all suppliers to the public sector in the UK following the introduction of the Procurement Act 2023, introduced on 24 February 2025. [↑](#footnote-ref-3)