

## Sub-Contractor Expression of Interest

The document is in two parts :

- Section 1- 10 Financial and technical
- Section 11 -13 specific criteria

You must complete all parts to be considered and failure to complete any part of this document or meet the specific criteria could result in your expression of interest being rejected.

East Surrey College does not undertake to accept any expression of interest and will not be responsible, nor pay, for any expenses or losses which may be incurred by you in the preparation of this document.

In order to simplify this process, you do not need to provide supporting documents, for example, accounts, certificates, statements or policies with this document. However, we will ask to see these documents at a later stage if we proceed to due diligence. You may also be asked to clarify your answers or provide more details.

Please submit your expression of interest to [kdehal@esc.ac.uk](mailto:kdehal@esc.ac.uk) by the deadline stated on the tender specification. Any questions you may have can be directed to the same e mail address.

**East Surrey College will not guarantee any funding in respect of any expression of interest or request received.**

1	BASIC DETAILS OF YOUR ORGANISATION	
1.1	Name of the organisation in whose name the expression of interest would be submitted:	
1.2	Contact name for enquiries about this expression of interest:	
1.3	Contact position (Job Title):	
1.4	Address:  Post Code:	
1.5	Telephone number:	
1.6	Fax number:	
1.7	E-mail address:	

1.8	Website address (if any):	
1.9	Company Registration number (if this applies):	
1.10	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	
1.11	Date of Registration:	
1.12	Registered address if different from the above:  Post Code:	
1.13	VAT Registration number:	
1.14	Is your organisation:  (Please tick <b>one</b> )	i) a public limited company?
		ii) a limited company?
		iii) a partnership
		iv) a sole trader
		v) other (please specify)
1.15	Name of (ultimate) parent company (if this applies):	
1.16	Companies House Registration number of parent company (if this applies):	
1.17	<b>Construction and related businesses only:</b>  Are you registered with Constructionline? If <b>"Yes"</b> , what is your registration number?	

<b>2</b>	<b>FINANCIAL INFORMATION</b>	
2.1	What was your turnover in the last two years (if this applies)?	
2.2	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	

2.3	If <b>"No"</b> what were the reasons, and what has been done to put things right?	
2.4	Has your organisation met all its obligations to pay its creditors and staff during the past year?	
2.5	If <b>"No"</b> please explain why not:	
2.6	What is the name and branch of your bankers (who could provide a reference)?	Name:
		Branch:
		Contact details:
2.7	If asked, would you be able to provide at least <b>one</b> of the following?	
	<i>A copy of your most recent audited accounts (for the last two years if this applies)</i>	
	<i>A statement of your turnover, profit &amp; loss account and cash flow for the most recent year of trading</i>	
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	

<b>3</b>	<b>BUSINESS ACTIVITIES</b>	
3.1	What are the main business activities of your organisation?	
3.2	How many staff does your organisation have? (If you are a sole trader, please say so)	

4	REFERENCES			
	Please provide details of three recent contracts that are relevant to your delivery / funding requirement. Where possible at least one should be from the public sector. If you cannot provide three references, please explain why.			
		Reference 1	Reference 2	Reference 3
4.1	Customer Organisation (name):			
4.2	Customer contact name and phone number:			
4.3	Date contract awarded:			
4.4	Contract reference and brief description:			
4.5	Contract Value:			
4.6	Date contract was completed:			
4.7	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?			
4.8	If <b>“Yes”</b> , please give details:			

5	INSURANCE	
	Please provide details of your current insurance cover	Value
5.1	Employer’s Liability:	
5.2	Public Liability:	
5.3	Other (please provide details): Professional Indemnity	

6	<b>QUALITY ASSURANCE</b>	
6.1	Does your organisation hold a recognised quality management certification for example BS/EN/ISO 9000 or equivalent?	
6.2	If not, does your organisation have a quality management system*?	
6.3	If you do not have quality certification or a quality management system, please explain why:	
6.4	Is your organisation IIP accredited?	

7	<b>HEALTH &amp; SAFETY</b>	
7.1	Does your organisation have a written health and safety at work policy? <i>(see notes at end of questionnaire)</i>	
7.2	Does your organisation have a health and safety at work management system*?	
7.3	Does your organisation have appropriately qualified staff to assess employers / clients compliance with Skills Funding Agency Health & Safety Procurement Standards?	
7.4	If <b>"No"</b> , to any of the above please explain why:	

8	<b>EQUAL OPPORTUNITIES</b>	
	Does your organisation have a written equal opportunities policy, to avoid discrimination?	

9	<b>ENVIRONMENTAL MANAGEMENT</b>	
	Does your organisation have a sustainability policy?	

10	PROFESSIONAL AND BUSINESS STANDING	
	Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?	
10.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	
10.2	Has been convicted of a criminal offence related to business or professional conduct	
10.3	Has committed an act of grave misconduct in the course of business	
10.4	Has not fulfilled obligations related to payment of social security contributions	
10.5	Has not fulfilled obligations related to payment of taxes	
10.6	Is guilty of serious misrepresentation in supplying information	
10.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	
10.8	If the answer to any of these is <b>“Yes”</b> please give brief details below, including what has been done to put things right.	

11	REQUIREMENT SPECIFIC QUESTIONS	
11.1	Is your organisation currently accessing Skills Funding Agency funding in any of the follow regions?	East of England East Midlands London North East North West South East South West West Midlands Yorks & Humberside
11.2	Are you an approved training provider of NVQ's & other accredited qualifications?  If yes please state the awarding body &	

	<p>date of approval.</p> <p>How many Assessors / Trainers does your company employ?</p>		
11.3	Does your organisation currently have any restrictions / sanctions placed upon it by the awarding body?		
11.4	If "yes" please give the details:		
11.5	<p><b>Construction and related businesses only:</b></p> <p>Is your organisation currently a ConstructionSkills registered OSAT / EWPA provider?</p>		
11.6	Does your organisation currently use Skill match to profile all candidates?		
11.7	<p>Is your organisation IAG Matrix accredited, or working towards accreditation?</p> <p>When did you receive accreditation or when do you expect to receive it?</p>		
11.8	Has your organisation been inspected by OFSTED?		
11.9	If "yes" what grades did your organisation achieve: (and state date of Inspection)		
11.10	What qualifications is your organisation approved to deliver? (Please provide details of Awarding Body and LARS Code)	Name/Level	
11.11	How many learner starts have you registered within the past 12 months?		
11.12	How many learner starts can you register immediately or over the next twelve months?		
11.13	What percentage of your organisation's candidates achieve their qualification within 1 month of the planned end date?		
11.14	What percentage of your organisations candidates do not achieve their qualification?		

<b>12</b>	<b>PLANNED PROVISION</b>					
	Please provide details of the qualification aims, learner volumes, profiles and location of provision you are proposing to deliver as part of any sub-contracting arrangement					
12.1	Learning Aims	LARS Code	Volume (No of starts)	Age (16-18/19-23, 24+)	Delivery profile (start/end dates)	Delivery Location
12.2						
12.3	Minimum contract value you are prepared to accept		£	Maximum contract capacity		£

<b>13</b>	I declare that to the best of my knowledge the answers submitted in this document (and any supporting modules) are correct. I understand that the information will be used in the evaluation process to assess my organisation's suitability to be a Sub-Contractor of East Surrey College					
	<b>FORM COMPLETED BY</b>					
13.1	Name:					
13.2	Position (Job Title):					
13.3	Date:					
13.4	Telephone number:					
13.5	Signature:					

**Notes:**

\* "system" means processes and procedures to ensure that the subject is properly managed. This includes making sure that legal requirements are met.