

## **Enterprising Whitechapel Business Questionnaire**

This questionnaire is issued in connection with a competitive process for the selection of workspace provider partners under the Enterprising Whitechapel programme.

For more information on the selection process and the Enterprising Whitechapel programme generally, please see *Enterprising Whitechapel – Call For Bids guidance note*.

### **Notes for completion**

Please answer every question. Failure to do so may result in your bid being disqualified. If a question does not apply to you please write N/A and provide an explanatory comment.

Not all questions requiring supporting documents up front at this stage (for example certificates and statements). However, you may be asked to provide these documents at a later stage and before lease arrangements are made, so it is advisable you ensure they can be made available upon request. You may also be asked to clarify your answers or provide more details about certain issues.

### **Consortia Arrangements**

If two or more workspace providers intend to submit a bid as a consortium, the following information must be provided:

- Full details of the consortium arrangement
- Full responses in all sections in respect of each of the consortium's constituent members as part of a single composite response

The Delivery Team recognises that arrangements in relation to consortia may (within limits) be subject to future change, especially as lease arrangements are eventually finalised. Potential workspace providers should therefore respond in the light of the arrangements as currently envisaged.

## 1. Details of your organisation

Full name of business or organisation – or of the business or organisation acting as lead where a consortium bid is being submitted	East London Small Business Centre trading as London Small Business Centre
Contact name:	Laurie Wiseman
Address:	Universal House, 88-94 Wentworth Street, London
Post code:	E1 7SA
Country:	UK
Phone:	020 7456 0439
Mobile:	07831 264053
Email:	lauriew@smallbusinesscentre.org.uk
Registered office address (if different from above)	As above
Company or charity registration number	ELSBCEntre Company No. 1400613 ELSBCharity Registered No. 1024795 Charity No. 2837557
VAT registration number	645652914
Name of immediate parent company	N/A
Name of ultimate parent company	N/A
Please indicate if your business is:	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Private Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Voluntary sector business <input checked="" type="checkbox"/> Social Enterprise <input checked="" type="checkbox"/> Charity <input type="checkbox"/> Other
If 'Other' please provide details:	N/A
Consortia and sub-contracting	a. <input checked="" type="checkbox"/> Your organisation is bidding to provide the services required itself. b. <input type="checkbox"/> You intend to bid as a consortium

## 2. Grounds for Mandatory Exclusion

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?

Conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
The offence of bribery, where the offence relates to active corruption	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Bribery within the meaning of section 1 or 6 of the Bribery Act 2010	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>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 Union, within the meaning of:</p> <ul style="list-style-type: none"> <li>I. The offence of cheating the Revenue</li> <li>II. The offence of conspiracy to defraud</li> <li>III. Fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978</li> <li>IV. Fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006</li> <li>V. Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994</li> <li>VI. Defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994</li> <li>VII. An offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993</li> <li>VIII. Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968</li> <li>IX. Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006</li> <li>X. Making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006</li> <li>XI. Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002</li> <li>XII. An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996</li> <li>XIII. An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### 3. Grounds for Discretionary Exclusion

Is any of the following true of your organisation?

Being an individual, is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him/her or has made any composition or arrangement with or for the benefit of his/her creditors or has not made any conveyance or assignment for the benefit of his/her creditors or appears unable to pay or not 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 his estate, or is the subject or any similar procedure under the law of any other state	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 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 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 similar procedures under the law of any other state	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your organisation been convicted of a criminal offence relating to the conduct of your business or profession?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your organisation committed an act of grave misconduct in the course of your business or profession?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your organisation failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or in any other relevant State?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your organisation failed to fulfil obligations relating to the payment of taxes under the law or any part of the United Kingdom or of any relevant State?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your organisation been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does your business or organisation comply with the Immigration, Asylum and Nationality Act 2006, ensuring that your staff are eligible to work in the UK?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### 4. Economic & Financial Standing

Potential workspace providers' responses to this section may be used to undertake an assessment of your organisation's economic and financial standing.

##### Financial Information

Please indicate which <b>one</b> of the following you would be willing to provide <b>in the case of a successful bid only</b> :	<input type="checkbox"/>
a. A copy of your audited accounts for the most recent two years	<input checked="" type="checkbox"/>
b. A statement of your turnover, profit & loss account and cash flow for the most recent year of trading	<input type="checkbox"/>
c. A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position	<input type="checkbox"/>
d. Alternative means of demonstrating financial status if trading for less than a year	<input type="checkbox"/>

##### Insurance

Employer's liability insurance is a legal requirement (except for businesses employing only the owner and/or close family members) and this should be at least £5 million. Please confirm that you have this in place:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you do not have this insurance in place, confirm here that you will obtain it if your bid is successful:	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 5. References & Supplier Capability

Responses in this section will be used to undertake an assessment of your organisation's technical and professional ability to provide the goods/services.

### Experience & Workspace Examples

Please provide detailed of up to three relevant schemes you have undertaken which are relevant to the requirements of Enterprising Whitechapel. Ideally examples should have been performed within the past three years. Contact details should be provided for partner organisations or landlords if possible and they should be prepared to confirm the accuracy of the information provided below.

<b>Example 1</b>	
Scheme name	Start up Loan Company
Start and finish dates:	2011 to present
Referee name and position:	Jessica Lupo, Head of Performance
Referee contact details:	Jessica.lupo@startuploans.co.uk
Brief description of the scheme (up to 150 words, including evidence as to your capability in this market):	£300k per annum. Delivery partner for start up loans throughout London. Delivering £2.5m start up capital to more than 300 start ups.
<b>Example 2</b>	
Scheme name	London South Bank University
Start and finish dates:	2014 - Present
Referee name and position:	Daisy Chatterton, Head Strategic Projects
Referee contact details:	chatterd@lsbu.ac.uk
Brief description of the scheme (up to 150 words, including evidence as to your capability in this market):	£60k per annum. Supporting growing businesses in London with one to one advice.
<b>Example 3</b>	
Scheme name	Creative United
Start and finish dates:	2013 - Present
Referee name and position:	Mary-Alice Stack, Chief Executive
Referee contact details:	Mary-alice.stack@creativeunited.org.uk
Brief description of the scheme (up to 150 words, including evidence as to your capability in this market):	£75k per annum. Business advice project for London's creative businesses.
If you cannot provide three references, please briefly explain why (100 words max):	
Click here to enter text.	

## **6. Additional Capability Questions**

Workspace providers may be asked to respond to additional capability questions by either the Council via the Whitechapel Delivery Team or by a prospective landlord.

## **7. Declaration**

I declare that to the best of my knowledge the answers submitted in this Business Questionnaire are correct. I understand that the information will be used in the process to assess my organisation's suitability to bid for an Enterprising Whitechapel opportunity and I am signing on behalf of my organisation. I understand that the Whitechapel Delivery Team may reject this questionnaire if there is a failure to answer all relevant questions fully or if I provide false or misleading information.

### **Form completed by**

**Name: Laurie Wiseman**

**Date: 10 December 2015 Signed Electronically by Laurie Wiseman**

**Signature:**