

Impact in Business Recruitment



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Alfred Mayaki

Supplier Administrator

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Potential Supplier Information -(Part 1)

1.1 Supplier Information

1.1(a) Full name of the potential supplier submitting the information.

IB RECRUITMENT SERVICES LIMITED

1.1(b)-(i) Registered office address (if applicable)218 Cator Street
Greater London
SE15 5GJ
United Kingdom**1.1(b)-(ii) Registered website address (if applicable)**<https://www.ibrecruitment.com>**1.1(c) Trading Status**

limited company

If Other please specify

Not Provided

1.1(d) Date of registration in country of origin

24/02/2015

1.1(e) Company registration number (if applicable)

09455568

1.1(f) Charity registration number (if applicable)

Not Provided

1.1(g) Head office DUNS number (if applicable)

Not Provided

1.1(h) Registered VAT number

N/A

1.1(i)-(i) If applicable is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?

Yes

1.1(i)-(ii) If you responded yes to 1.1(i)-(i) please provide the relevant details, including the registration number(s)Affiliate Member of the Recruitment and Employment Confederation - Member N... [\(more\)](#)**1.1(j)-(i) 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

1.1(j)-(ii) If you responded yes to 1.1(j)-(i), please provide additional details of what is required and confirmation that you have complied with this.

Not Provided

1.1(k) Trading name(s) that will be used if succesful in this procurement.

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1.1(l) Relevant classification (state whether you fall within one of these, and if so which one).

N/A

1.1(m) Are you a Small, Medium or Micro Enterprise (SME)

Yes

1.1(n) Details of Persons of Significant Control (PSC) where appropriate (please enter N/A if not applicable)

1.1(n)-(i) Name

Alfred Mayaki

1.1(n)-(ii) Date of Birth

18/12/1987

1.1(n)-(iii) Nationality

British

1.1(n)-(iv) Country, state or part of the UK where the PSC usually lives

Greater London

1.1(n)-(v) Service address

218 Cator Street

London

SE15 5GJ

United Kingdom

1.1(n)-(vi) The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);

06/04/2016

1.1(n)-(vii) 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.

75% or more

1.1(o) Details of immediate parent company: (please enter N/A if not applicable)

1.1(o)-(i) Full name of the immediate parent company

N/A

1.1(o)-(ii) Registered office address (if applicable)

N/A

N/A

SE15 5GJ

United Kingdom

1.1(o)-(iii) Registration number (if applicable)

N/A

1.1(o)-(iv) Head office DUNS number (if applicable)

N/A

1.1(o)-(v) Head office VAT number (if applicable)

N/A

1.1(p) Details of ultimate parent company: (please enter N/A if not applicable)

N/A

1.1(p)-(i) Full name of the ultimate parent company

N/A

1.1(p)-(ii) Registered office address (if applicable)

N/A

N/A

SE15 5GJ
United Kingdom

1.1(p)-(iii) Registration number (if applicable)
N/A

1.1(p)-(iv) Head office DUNS number (if applicable)
N/A

1.1(p)-(v) Head office VAT number (if applicable)
N/A

Industry Sector
Energy, fuels, utilities

Select CPV Codes
79414000 - Human resources management consultancy services.

79000000 - Business services: law, marketing, consulting, recruitment, printing and security.

1.2(a) Bidding Model

1.2(a)-(i) Are you bidding as the lead contact for a group of economic operators?
No

If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 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.

1.2(a)-(ii) Name of group of economic operators (if applicable)
N/A

1.2(a)-(iii) 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.
N/A

1.2(b)-(i) Are you, if applicable, the group of economic operators proposing to use subcontractors?
N/A

1.2(b)

If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

Subcontractor(s) (Repeating)

1.3 Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in the document are correct and accurate. I declare that, upon request and without delay I will provide the certificates of documentary evidence referred to in the document. I understand that the information will be used in the selection process to assess my organisations 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

1.3(a) Contact Name

Alfred Mayaki

1.3(b) Name of Organisation

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1.3(c) Role in Organisation

Senior Executive Recruiter EMEA

1.3(d) Phone Number

+44 7468 660 952

1.3(e) E-mail address

alfred.mayaki@ibrecruitment.com

1.3(f) Postal address

218 Cator Street

Greater London

SE15 5GJ

United Kingdom

Grounds for mandatory exclusion -(Part 2)

Regulations 57(1) and (2)

REGULATIONS 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page (https://www.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. Please indicate if, within the past five years you, your organisation or another 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 this webpage (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).

2.1(a)-(i) Participation in a criminal organisation (If yes please provide details at 2.1(b))

No

2.1(a)-(ii) Corruption (If yes please provide details at 2.1(b))

No

2.1(a)-(iii) Fraud (If yes please provide details at 2.1(b))

No

2.1(a)-(iv) Terrorist offences or offences linked to terrorist activities.(If yes please provide details at 2.1(b))

No

2.1(a)-(v) Money laundering or terrorist financing (If yes please provide details at 2.1(b))

No

2.1(a)-(vi) Child Labour and other forms of trafficking in human beings. (If yes please provide details at 2.1(b))

No

2.1(b) If you have answered Yes to any of the above questions, please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. 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.

Not Provided

2.2 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)

No

Regulation 57(3)

2.3(a) 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 organisations 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

2.3(b) If you have answered yes to question 2.3(a) 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.

Not Provided

Please Note: the authority 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.

Grounds for Discretionary exclusion -(Part 2)

Regulation 57(8)

The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (https://www.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. 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.

3.1(a) Breach of environmental obligations (if yes please provide details at 3.2)

No

3.1(b) Breach of social obligations (if yes please provide details at 3.2)

No

3.1(c) Breach of labour law obligations (if yes please provide details at 3.2)

No

3.1(d) Bankrupt or is the subject of insolvency or winding up proceedings, where the organisations assets are being administered by a liquidator or by the court, where it is 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. (if yes please provide details at 3.2)

No

3.1(e) Guilty of grave professional misconduct. (if yes please provide details at 3.2)

No

3.1(f) Entered into agreements with other economic operators aimed at distorting competition. (if yes please provide details at 3.2)

No

3.1(g) Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure. (if yes please provide details at 3.2)

No

3.1(h) Been involved in the preparation of the procurement procedure? (if yes please provide details at 3.2)

No

3.1(i) 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 cession contract, which led to early termination of that prior contract, damages or other comparable sanctions? (if yes please provide details at 3.2)

No

Please answer the following statements.

3.1(j)-(i) 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. (If yes please provide details at 3.2)

No

3.1(j)-(ii) The organisation has withheld such information. (If yes please provide details at 3.2)

No

3.1(j)-(iii) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulation 2015. (If yes please provide details at 3.2)

No

3.1(j)-(iv) 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 provide misleading information that may have a material influence on decisions concerning exclusion, selection award. (If yes please provide details at 3.2)

No

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)

Not Provided

Economic and Financial Standing -(Part 3)

4.1 Are you able to provide a copy of your audited account for the last two years, if requested? If no, can you provide one of the following answer with "Yes" "No" in the relevant box.

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

Yes

If no, can you provide one of the following answer with "Yes" "No" in the relevant box.

a) 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.

Yes

b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

Yes

c) Alternative means of demonstrating financial status if any of the above are not available (eg 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)

Yes

4.2 Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self certify by answering "Yes" or "No" that you meet the requirements set out.

Yes

Economic Operator Group -(Part 3)

If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group , please provide further details below:

Name of organisation.

N/A

Relationship to the supplier completing these questions.

N/A

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

Not Provided

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

Not Provided

5.3 If no, would you be able to obtain a guarantee elsewhere (eg, from a bank)?

Not Provided

Technical and Professional Ability -(Part 3)**6.1 Relevant experience and contract examples.**

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 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

Contract Examples (Repeating)**6.1(a) Name of customer organisation.**

Moneda Investments

6.1(b) Point of contact in the organisation.

Princewill Kalu

6.1(c) Position in the organisation.

HR Business Partner

6.1(d) Email address

Princewill.k@monedainvest.com

6.1(e) Description of Contract

The verbal contract was intended for the recruitment of a Corporate Finance Professional in Moneda's Lagos office.

6.1(f) Contract start date

30/01/2019

6.1(g) Contract completion date

01/03/2020

6.1(h) Estimated contract value

N/A

6.2 Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(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 the intention to keep all our recruitment operations in-house.

6.3 If you cannot provide at least on example for question 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.

We have had verbal relationships with private sector clients in the past wh... [\(more\)](#)

Modern Slavery Act 2015 -(Part 3)

Requirements under Modern Slavery Act 2015

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

Yes

7.2 If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?

Yes

If you answered Yes to 7.2 please provide the relevant URL

N/A

If you answered No to 7.2 please provide an explanation

Not Provided

Additional Questions -(Part 3)

8.1 Insurance

8.1(a)-(i) 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.

Yes

8.1(a)-(ii) Employers (Compulsory) Liability Insurance.

Not Provided

8.1(a)-(iii) Public Liability Insurance.

Not Provided

8.1(a)-(iv) Professional Indemnity Insurance

Not Provided

8.1(a)-(v) Product Liability Insurance

Not Provided

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.

8.2 Skills and Apprentices (Please refer to supplier selection guidance)

8.2(a) Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15. Please confirm if you will be supporting apprenticeships and skills development through this contract.

Yes

8.2(b) If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?

Yes

8.2(c) Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?

Yes

8.3 Steel (please refer to supplier selection guidance)

8.3(a) Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management.

N/A

8.3(b) Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel.

N/A

8.3(c) Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:

(i) Your company

(ii) All your supply chain members involved in the production or supply of steel.

N/A

8.4 Suppliers Past Performance - (please refer to supplier selection guidance - this question should only be included by central government contracting authorities)

8.4(a) Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years?

Yes

8.4(b) On request can you provide a certificate from those customers on the list?

Yes

8.4(c) If you cannot obtain a certificate from a customer can you explain the reasons why?

Yes

8.4(d) If the certificate states that goods and/or services supplier were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it?

Yes

8.4(e) Can you supply the information in questions 8.4(a) to 8.4(d) above for any subcontractors (or consortium members) who you are relying upon to perform this contract?

Yes

Cyber Essentials

Cyber Essentials Certification is a government-backed, industry-supported initiative to provide businesses within and supplying to the public sector a basic level of cyber security controls, therefore demonstrating that they are protected from the most common forms of cyber-attacks.

Do you already have Cyber Essentials Accreditation?

No

Additional Accreditation's

Select Accreditation reference number

N/A

Construction line registration number

N/A