**LITTLEHAMPTON TOWN COUNCIL**

**ELDON WAY, LITLEHAMPTON – CONSTRUCTION OF NEW YOUTH CENTRE**

**SELECTION QUESTIONNAIRE**

**RESTRICTED PROCESS**

**Project Brief and Timescales**

This PQQ covers the works to form a new Youth centre at Eldon Way, Littlehampton. Littlehampton Town Council (LTC), will develop the site and will be seeking tender submissions for the works;

The project comprises the design and construction of a new build youth centre on Eldon Way in Littlehampton together with associated services and external works. The scheme has a gross internal area of 333 m2 (3,584ft2). The following drawings are included with this document;

• 20031-05 PROPOSED FLOOR PLANS

• 20031-06 PROPOSED ELEVATION

The scope of the works will also include all associated infrastructure as well as hard and soft landscaping.

The youth centre forming the development will be retained by the Council.

The works will be tendered under a design and build contract.

The estimated budget for the scheme is circa £1m.

The Council intends to commence works on site in 3Q2022.

The estimated programme duration for the works is 48 weeks.

LTC has appointed the following design team members:

Project Manager – Richard Allin, BAQUS

Quantity surveyor – Chris Luck, BAQUS

Principal Designer – To Be Appointed

Littlehampton Town Council is now seeking to appoint a main contractor to undertake the construction works on the aforementioned project.

The contracts will be procured under a single stage selected competitive Design and Build contract using JCT Design and Build contract 2016 Edition with suitable amendments. The following key criteria will apply;

1. Rectification period of 12 months
2. Advanced payments do not apply
3. Interim valuations are monthly
4. Retention of 5%
5. Insurance requirements:  
     
   Option A applies  
   Public Liability of £10m\*   
   Employers Liability of £10m\*  
   Contractors All Risk of £10m, incl. terrorism cover  
   Professional Indemnity Insurance of £10m\* with expiry period of 12yrs, incl. sublimit of £10m for pollution and contamination claims  
   Performance bond for 10% of CSA value terminating at Making Good Defects

6.5.1 insurance of £10m maybe required

*\* for any one occurrence or series of occurrences arising out of one event*

Novation of the existing design team will not apply.

Assessment of the main tender process will be on the basis of the best economical tender submission.

The five best scoring responses to this questionnaire will be invited to take part in the tendering process. Where scores are close or tied this may be increased to six.

TIMETABLE

Place OJEU advert 10 February 2022

Last date for questions relating to the SQ 21 February 2022

Return of SQ 25 February 2022

Decision on tender list w/c 07 March 2022

Issue tender documents w/c 11 April 2022

Return of tender recommendations w/c 6 June 2022

Decision by LTC 27th June 2022

Contract notification June 2022

Alcatel 10 day standstill

Contract award July 2022

Contract start July 2022

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

7. The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

8. Any questions relating to this SQ must be submitted via email to chris.luck@BAQUS.co.uk. The responses will be made available to all organisations who have expressed an interest in the project.

9. Completed SQ’s must be email to chris.luck@BAQUS.co.uk no later than noon on as per timetable above. Any submissions not made on time or by any other means (such as by e mail and hard copy) will not be considered.

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 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 ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 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? | Yes ☐  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. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - 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. [[3]](#footnote-3)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  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) |  |
| 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. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | 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.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s 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.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory 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 five years you, your organisation or any other 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 the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), 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. |  |
| 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) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  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 organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  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. |  |

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.

|  |  |  |
| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **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? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in 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? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 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 concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  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.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  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 provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 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) |  |

**Part 3: Selection Questions**[[4]](#footnote-4)

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 4** | **Economic and Financial Standing** | | |
|  | Question | Response | |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | Yes ☐  No ☐ |
| (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 ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes ☐  No ☐ |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. 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 ☐  No ☐ |
| **4.2** | Bidders are to complete the assessment model in Appendix A. To progress to the tender stage, bidders must score a minimum of 50 out of 100 and score a Pass mark.  Please confirm that this has been completed | | Yes ☐  No ☐ |

|  |  |  |
| --- | --- | --- |
| **Section 5** | **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** | |  |
| **Relationship to the Supplier completing these questions** | |  |

|  |  |  |
| --- | --- | --- |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

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| --- | --- |
| **Section 6** | **Technical and Professional Ability** |
| **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 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |  |
| --- | --- |
| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(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) |
|  |  |

|  |  |
| --- | --- |
| **6.3** | If you cannot provide at least one example for questions 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. |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **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 ☐  N/A ☐ |
| **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 Act 2015? | Yes ☐  Please provide the relevant url …  No ☐  Please provide an explanation |
| **7.3** | This organisation warrants that it has thoroughly investigated its labour practices and those of its direct suppliers, to ensure there is no slavery or forced labour used anywhere in this organisation or by any of the direct suppliers to this organisation.  This organisation has put in place all necessary processes, procedures, investigations and compliance systems to ensure that this situation will continue to be the case at all times from and after the date of this declaration and if successful subsequent contract. | **Yes**  **No**  **Yes**  **No**  (Note 7.3 is Pass / Fail – Yes answers will pass initially, with supporting evidence required at award if the organisation is successful) |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 8** | | **Additional Questions** | | |
| **8.1** | | **Insurance** | | |
| a. | | 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:  Y/N  Employer’s (Compulsory) Liability Insurance = £10,000,000.00\*  Public Liability Insurance = £10,000,000.00\*  Professional indemnity insurance = £10,000,000\*  *\* for any one occurrence or series of occurrences arising out of one event*  . | | |
| **8.2** | | **General Data Protection Regulations 2018** | | |
|  | | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | | Yes ☐  No ☐ |

|  |  |  |
| --- | --- | --- |
| **Section 9** | **Questions - Scored** | |
| **Question 9.1: Experience** | | 1000 word limit (50% of Score Available) |
| Provide details of a similar developments offering new build community facilities you have previously undertaken and advise on:  a. Client and contact details.  b. Procurement Strategy.  c. Actions or interventions you made that helped advance the commission to successful completion.  d. Any specific commercial issue or any problems you encountered and how you dealt with this.  e. How defects where dealt with insitu owners / end users and details of your aftercare systems. | | |
| **Question 9.2: Working on Local Authority projects** | | 300 word limit (10% of Score Available) |
| What is your experience of delivering local authority projects via a Design and Build procurement route. | | |
| **Question 9.3: Project Personnel** | | 200 word limit (10% of Score Available) |
| Please provide CVs of key personnel who have experience of delivering comparable schemes. | | |
| **Question 9.4: Neighbourhood liaison and dealing with local residents** | | 300 word limit (25% of Score Available) |
| Please state how you will deal with local residences and any action groups that may be present on these schemes to keep them informed on the construction progress and ally any fears that they may have. Provide examples where you have successfully worked in collaboration with local residents on similar schemes | | |
| **Question 9.5: End User Engagement** | | 200 word limit (5% of Score Available) |
| Provide details of how you have incorporated end user needs within similar projects in terms of size and nature to the scheme. Provide detail son how you have met these needs within the design. | | |

**Appendix A**

**Selection Questionnaire (SQ) Evaluation Methodology**

There are two stages to evaluation of the SQ which are used to determine the Suppliers suitability to be included on the short list of Suppliers to be invited to tender.

Stage 1 – Minimum pre-qualification standards Parts 1 & 2

Stage 2 – Evaluation of questions required under Part 3 of SQ

Suppliers that submit SQ’s that pass all of the Stage 1 minimum pre-qualification standards set out below shall continue on to Stage 2 for evaluation of their responses to the questions within Part 3. Any evaluation that concludes that a Supplier does not meet the Stage 1 minimum standards shall not continue onto the Stage 2 element of evaluation

In the event that none of the applications are deemed satisfactory, HDL reserves the right to consider terminate the procurement process.

HDL will inform all Suppliers who are not short listed details of their score and the scores of the successful Suppliers.

HDL will not reimburse any expense incurred by Suppliers in preparing their responses to this SQ.

**Stage 1 – Minimum Pre-Qualification Standard**

The minimum (pass/fail) Stage 1 pre-qualification standards HDL requires of prospective Suppliers for them to be eligible to be selected to be invited to tender for the contract are listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| Licencing and Registration | | | |
| 1.1 (j) - | Pass | Yes to legal requirement and compliant; or  No | Pass/Fail |
| Fail | Yes to legal requirement and non-compliant |  |
|  | | | |
| Grounds for mandatory exclusion | | | |
| 2.1 | Pass | No to all sub-questions; or  Yes to any sub-question but self-cleaned | Pass/Fail |
| Fail | Yes to any sub-question but not self-cleaned |  |
| 2.3 | Pass | No; or  Yes but self-cleaned | Pass/Fail |
| Fail | Yes but not self-cleaned |  |
|  | | | |
| Grounds for Discretionary Exclusion | | | |
| 3.1 | Pass | No to all sub-questions; or  Yes to any sub-question but self-cleaned | Pass/Fail |
| Fail | Yes to any sub-question but not self-cleaned |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Economic and Financial Standing | | | |
| Bidders are to complete the assessment model in Appendix A. To progress to the tender stage, bidders must score a minimum of 50 out of 100 and score a Pass mark. | | | |
|  | | | |
| 4.1 | Pass | One of the options provided | Pass/Fail |
| Fail | None of the options provided |  |
| 4.2 | Pass | Yes; or  No, but achieves a “Pass” for section 5 | Pass/Fail |
| Fail | No, and does not achieve a “Pass” for section 5 |  |
| Section 5 | Pass | Answers “Yes” to question 4.2; or  All of the following conditions are satisfied:   * Supplier is part of a wider group * Parent Company Accounts can be provided * Parent Company meets financial assessment model set out above (Supplier is to self-certify that their parent company meets the minimum requirements) * Parent company willing to provide a guarantee   or   * Supplier is able to obtain a guarantee elsewhere from a provider who meets the financial assessment model   or  If additional sufficient financial information provided by the Supplier (under 4.1) to evidence financial status and stability is deemed by the Council to be suitable for the contract | Pass/Fail |
| Fail | Answers “No” to questions in section 5 and cannot provide additional sufficient financial information to be deemed acceptable by the Council and one or more of the conditions directly above regarding parent companies and guarantees are not satisfied |  |
|  | | | |
| Relevant Experience and Contract Examples | | | |
| 6.1 & 6.3 | Pass | Have provided at least one relevant contract example in response to question 6.1 or have provided a satisfactory explanation in response to question 6.3. | Pass/Fail |
| Fail | Have not provided any relevant contract examples in response to questions 6.1 and have not provided a satisfactory response in question 6.3. |  |
|  | | | |
| 6.2 | Pass | Have provided satisfactory evidence or have answered no to question 1.2(b)-(i) | Pass/Fail |
| Fail | Have not provided satisfactory evidence and have answered yes to question 1.2(b)-(i) |  |
| Modern Slavery | | | |
| Section 7 | Pass | If answered N/A to question 7.1 or answered Yes to questions 7.1 & 7.2&7.3 and provided a valid URL | Pass/Fail |
| Fail | If answered No to question 7.2 &7.3 without an adequate explanation |  |
|  | | | |
| Additional questions | | | |
| 8.1 | Pass | If all Yes | Pass/Fail |
| Fail | If any No answers |  |
| 8.2 | Pass  Fail | If all Yes  If any No answer | Pass/Fail |
| 9.1 – 9.6 | Scored | Your responses to the questions above will be given a score of between 0 - 4 as per the guidance below:  Score 0 = Unacceptable - Completely unsatisfactory response provides no information or the information received suggests that the Bidder would completely fail to meet the Developer’s requirements.  Score 1 = Weak – well below expectations – Bidder has attempted to demonstrate an understanding of the projects and Developer’s requirements and would only meet the requirements in a few limited circumstances.  Score 2 = Meet Expectations - indicates that the Bidder has fully understood the brief and would meet the requirements but without any real evidence of “additionality” such as innovation.  Score 3 = Very Good - demonstrates the bidder understands and can meet the developer’s and projects requirements in full together with sound evidence of original thought and innovation.  Score 4 = Outstanding - presents a wholly sound and complete response indicating that the proposed approach will more than meet the developer’s requirements. There is ample evidence of originality, flexibility, and innovation although a very few minor areas for improvement. |  |
|  | | | |
| Declaration | | | |
| 1.3 | Pass | Provided | Pass/Fail |
| Fail | Not provided |  |

**Appendix C – About Additional Appendices**

Some questions within the SQ require you to submit additional supporting information, please submit the additional information where you are required to do so. No additional literature (other than that requested) will be considered.

Additional information should be supplied in the following manner:

* File names should include your supplier name and reference the question the additional information is in regard to:

ie: John Smith Q1.2 Bidding Model

John Smith Q 5.1a – Accounts for year xxxx

**Appendix A – Financial Assessment Calculator** Please see separate spreadsheet.

Please return with your submission.

**Appendix B – Assessment Criteria for ITT** Please see separate document

For information only

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
4. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-4)