

# NL434 Runcorn Sites Term Landscape Maintenance Contract 2015 – 2018

## ITT QUESTIONS AND ANSWERS LOG\_v2.0 27.05.2015

**27.05.2015**

### **Q2. Economic & Financial Standing**

- A Further to published tender documents v3.0 dated 11.05.2015, an amendment is required to information requested within Form B2 Suitability Assessment, Section 4 Economic and Financial Standing. The aforementioned Section **should be replaced** with the information contained on the following page. The Evaluation Criteria contained with Part A, Section 12 has also been updated and is included within this clarification.

## 4 Economic and Financial Standing

FINANCIAL INFORMATION		
4.1.	<p>Please <b>self-certify</b> whether you already have, or can commit to provide the following:</p> <ul style="list-style-type: none"> <li>• Up to date financial information in the form of full audited (or unaudited) financial accounts. Where these are not available it is possible to provide details of most recent year trading or a current statement on financial position backed by bank letter or alternative means including management accounts. This financial information should support the measures identified in below</li> <li>• Relevant latest auditors report identifies that the organisation is a going concern</li> <li>• Statement that the organisation is not subject of administration or liquidation arrangements</li> <li>• Statement that any outstanding CCJs can be met by existing cash reserves.</li> </ul>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
4.2	<p>Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of as part of the Tender return. For financial standing it is recognised that this evidence may take a variety of forms reflecting the circumstances and organisation type or size. To demonstrate your financial standing you will be required to provide one of the following <b>as part of your tender submission</b>:</p> <p><b>Please Note:</b> Where the information provided under (a), (b) or (c) is more than one year old, an explanation of this must be provided along with additional data in line with option (d) or (e). Organisations who have provided information above in accordance with options (a), (b) or (c) can provide additional in with option (d) or (e) if appropriate to the organisation's circumstances.</p>	
	(a) A copy of the full audited accounts for the most recent two years	<input type="checkbox"/>
	(b) If (a) is not a viable option, a copy of the full non-audited accounts for the most recent two years	<input type="checkbox"/>
	(c) If (b) is not a viable option, an explanation of why (a) and (b) are not available or appropriate and a statement of the turnover, income and expenditure account, balance sheet, and cash flow for the most recent year of trading for this organisation	<input type="checkbox"/>
	(d) If (c) is not a viable option, an explanation why (a), (b) and (c) are not available or appropriate and a statement of the income and cash flow forecast for the current year and a bank letter outlining the current cash and credit position	<input type="checkbox"/>
	(e) If (d) is not a viable option an explanation of why (a), (b), (c) and (d) are not available or appropriate (e.g. a newly formed company) and alternative means of demonstrating financial status (e.g. management accounts or similar showing forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts).	<input type="checkbox"/>

4.3	<p>The specified level of economic and financial standing are a minimum annual turnover x2 the contract value* (value taken from Form B5 Form of Tender) and current ratio (current assets/current liabilities) of 1 for this Suitability Assessment.</p> <p>Please <b>self-certify</b> by answering 'Yes' or 'No' that you meet these requirements.</p> <p>* The HCA reserves the right to use information relating to other contracts and awarded contracts with a particular Supplier to ensure that turnover is x2 the contract being considered here but the total combined recent award and amounts due on existing HCA contracts should the Supplier be successful. In the first instance Suppliers should self-certify on the basis of this contract only and indicate whether they have other contracts with the HCA which may be relevant at the verification stage.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No								
4.4	<p><b>(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</b></p> <p>If yes, please provide the name below:</p> <table border="1" data-bbox="325 790 1214 1106"> <tr> <td data-bbox="325 790 719 880">Full name of ultimate parent organisation</td> <td data-bbox="719 790 1214 880"></td> </tr> <tr> <td data-bbox="325 880 719 931">Registered address of parent</td> <td data-bbox="719 880 1214 931"></td> </tr> <tr> <td data-bbox="325 931 719 983">Registered company number</td> <td data-bbox="719 931 1214 983"></td> </tr> <tr> <td data-bbox="325 983 719 1106">Relationship to the supplier completing the Suitability Assessment</td> <td data-bbox="719 983 1214 1106"></td> </tr> </table> <p>If yes, please provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (e.g from a bank)?</p>	Full name of ultimate parent organisation		Registered address of parent		Registered company number		Relationship to the supplier completing the Suitability Assessment		<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
Full name of ultimate parent organisation										
Registered address of parent										
Registered company number										
Relationship to the supplier completing the Suitability Assessment										

#### 4. Economic & Financial Standing

Please note: Information relating to Economic and Financial Standing will only be evaluated for the Preferred Supplier(s) following evaluation of Quality and Price.

4.1/4.2	Demonstration of Economic and Financial Standing	Pass/Fail	<p>Pass – all information/documentation provided            Fail – major information requirements missing            If any part is left incomplete the section will be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation.</p> <p>In reaching our conclusion on an Suppliers economic financial standing (pass or fail), the financial information presented will be assessed by the HCA’s in-house, professionally qualified financial due diligence team. Consideration of the financial information provided will include the following:</p> <ul style="list-style-type: none"> <li>• Completeness of financial information provided – failure to provide one of the five permitted form of financial information and associated explanation considered a ‘fail’</li> <li>• Age of financial information provided – where the latest financial statements have yet to be filed within their due date, the HCA will request draft financial statements and/or management accounts from the Supplier to enable a more up to date review. Failure to provide additional information in a suitable formats identified will constitute a ‘fail’;</li> <li>• Opinion of the auditors within the financial statements – concerns over going concern considered a ‘fail’. No going concern issues considered a ‘pass’</li> <li>• Suppliers currently the subject to any kind of administration or liquidation arrangements will be considered a ‘fail’. Absence of administration or liquidation arrangements considered a ‘pass’</li> <li>• The level and nature of outstanding CCJs (either disclosed or obtainable from public registers) – ability to fund CCJs from existing case reserves considered a ‘pass’, inability to fund CCJs from existing cash reserves considered a ‘fail’</li> </ul> <p>Pass – all above 5 measures considered a ‘pass’            Fail – one or more of the above 5 measures considered a ‘fail’</p>
4.3	Level of Economic and Financial Standing	Pass/Fail	<p>Both average turnover for the last two years (or equivalent value) is equal to or more than x2 the contract value* (as tendered including any provisional sums, contingent sums, options and later phases) and the current ratio (current assets/current liabilities) is greater than 1.</p> <p>Fail – Either average turnover for the last two years (or equivalent value) is less than x2 the contract value as tendered including any provisional sums, contingent sums, options and later phases) or current ratio (current assets/current liabilities) is equal to or less than 1.</p> <p>*The HCA reserves the right to use information relating to other contracts they have awarded and/or bidding with a particular Supplier to ensure that turnover is x2 the contract being considered here but the total combined recent award and amounts due on existing HCA contracts should the Supplier be successful. In the first instance Suppliers should self-certify on the basis of this contract only and indicate whether they have other contracts with the HCA</p>

			which may be relevant at the verification stage. In assessing this the HCA will seek to confirm the Suppliers own assessment of this to ensure accurate assessment of this test.
4.4	Financial Guarantee	Pass/Fail	<p>Pass – all information/documentation provided. Parent Company confirmed as willing to provide guarantee if necessary; details of where a guarantee may be obtained from elsewhere provided and reasoning is to the satisfaction of the HCA.</p> <p>Fail – major information requirements missing. Parent Company confirmed as not willing to provide a guarantee. No details provided as to where a guarantee may be obtained from elsewhere or reasoning provided is not to the satisfaction of the HCA.</p>