



SELECTION QUESTIONNAIRE

Affordable housing development for 40 dwellings

*Land off Penrith/Windermere Drive, Wellingborough,
Northamptonshire*

Section 1

BACKGROUND AND GUIDANCE

- I. Wellingborough Homes wishes to establish a Contract Agreement for the provision of a Principal Contractor for the design and construction of 40 dwellings including all associated external works and services at Penrith/Windermere Drive, Wellingborough.
 - II. The Contract Agreement will last for 18 months (unless terminated under the terms and conditions of contract).
 - III. You are invited to submit a Standard Selection Questionnaire (SQ) in accordance with the timetable overleaf. It should be noted that applications received after this date and time will not be accepted.
 - IV. It is the intention of Wellingborough Homes to use the Selection Questionnaire to select three Contractors who intend to submit a tender based on traditional methods of construction and a further three Contractors who intend to submit a tender based on modular off site construction for the superstructure. These six Contractors will then be invited to participate in the formal tender process.
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Section 2

STANDARD SELECTION QUESTIONNAIRE PROCESS

- I. The procurement stage of this project began with the publication of a contract notice in the Official Journal of the European Union (OJEU). Wellingborough Homes are conducting the procurement exercise using the restricted procedure in accordance with the requirements of the Public Contracts Regulations 2015 (PCR 2015) and the Public Procurement (Amendments, Repeals and Revocations) Regulations 2016.
- II. Anticipated SQ Timetable

Procurement Phase	Anticipated Timetable
Stage 1: SQ	
Issue SQ	12 th September 2018
Clarification Period	Commencing 12 th September 2018 to 11 th October 2018
Submission of SQ	Noon on 12 th October 2018
Evaluation of SQ	18 th October 2018
Notification of Outcome	19 th October 2018
Stage 2: ITT	
Issue ITT	22 nd October 2018
Clarification Period	22 nd October 2018 to 29 th November 2018
Submission of ITT	Noon on 30 th November 2018
Evaluation of ITT	14 th December 2018
Contractor Interviews	W/C 7 th January 2019
Delegated Procurement Report / Cabinet Meeting	18 th January 2019
Notification of Contract Award	21 January 2019
Mandatory 10 day Standstill Period	1 st February 2019
Contracts Issued	1 st February 2019

Stage 3: Contract Commencement	
Mobilisation Period	6 weeks
Contract Commencement Date	March 2019
Contract End Date	March 2020

- III. The publication of this SQ in no way commits the Client to award any contract pursuant to any procurement process.
- IV. The Client reserves the right, subject to PCR 2015 and the Public Procurement (Amendments, Repeals and Revocations) Regulations 2016:
- a) to cancel, postpone or suspend this procurement at any stage
 - b) not to invite any potential suppliers to the next change of the procurement exercise that score either:
 - i. 0% or zero in any scored question
 - ii. achieves less than 60% of the available marks
 - iii. Fails to pass a pass / fail question
 - c) to extend the closing date and time specified for the receipt of SQ applications

Debrief Process

- V. Following the evaluation of the SQs received, feedback will be provided advising why the potential supplier has been unsuccessful.

Communications

- VI. All formal communications (including, but not limited to, clarifications and the submission of SQs to the Client are to be made in writing to admin@jlpqs.co.uk by Noon on 23rd May 2018.
- VII. If a potential supplier is in doubt as to the interpretation of any part of this document; or if they consider that any of its requirements are ambiguous or conflict with any other requirements, they should contact the Wellingborough Homes via their Employers Agent using admin@jlpqs.co.uk and we will endeavour to answer enquiries prior to SQ being submitted. Under no circumstances should the Client be contacted direct.
- VIII. The answer may be circulated to other potential suppliers, where appropriate. This clarification phase is available **between 12th September 2018 and 11th October 2018**. It should be noted that clarifications outside of these timescales will not be considered.
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Section 3

TENDERING INSTRUCTIONS

- I. The SQ Document must be fully completed and signed by the potential supplier. All Applications **must** be submitted by potential suppliers to admin@jlpqs.co.uk in accordance with the date and time detailed in the Anticipated Dates above. The use of WeTransfer, DropBox and other file sharing sites are permitted.
 - II. SQ's submitted past this deadline will be discounted and not reviewed. **No hard copy applications will be accepted.**
 - III. It is the potential supplier's responsibility to ensure that files delivered to the Employers Agent are complete and fully accessible and are not corrupted. The Client accepts no liability for corrupted files or data, and may reject a SQ submission which consists of or contains corrupted or inaccessible files.
 - IV. Documents submitted in electronic format must be compatible with all Microsoft Office 2010 / pdf packages.
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Section 4

STANDARD SELECTION QUESTIONNAIRE PROCESS EVALUATION

Compliant Submission Requirements

- I. Potential Supplier Response' of this SQ Document must be fully completed. Unless specifically requested, no additional information e.g. appendices, sales literature, standard terms of trading etc. should be submitted with the SQ response. Any such information / literature will be disregarded prior to the evaluation process. Also note that information provided that exceeds the page / word limits will not be considered.
- II. Where more than one SQ is submitted by the same potential supplier, the Client shall consider and shall disregard all SQs submitted other than the latest version.
- III. The table included in **Appendix 1 - Checklist** has been prepared in order to further support potential suppliers in submitting whole and compliant submissions. Please use this checklist to ensure that all relevant Appendices and information have been completed. It should be noted that **Appendix 1** must be returned with your submission.
- IV. Prior to the commencement of evaluations the Client will complete a due diligence check to ensure that all submissions have been returned in accordance with **Appendix 1 - Checklist**. Missing information will result in a non-compliant submission and therefore will take no further part in the process.
- V. The evaluation of SQs for this opportunity will consider written information provided by potential suppliers. All relevant evidence submitted will be evaluated in accordance to the SQ Evaluation Methodology.

SQ Evaluation Methodology

- VI. Potential suppliers should note that;
 - VII. Failure to fully answer questions and submit the requested documentation will result in the response being marked as 'fail'.
 - VIII. Potential suppliers will not be deselected on the basis of turnover or a credit check alone.
 - IX. **Pass / Fail and Scored Questions** – Responses to these questions will be assessed centrally by the Client prior to being distributed to the nominated evaluation panel for assessment of the 'scored' questions.
 - X. **Pass / Fail Only Questions** – If the SQ includes only pass / fail questions, responses to these questions will be assessed centrally by the Client prior to being distributed to the nominated evaluation panel for assessment of the 'project specific' pass / fail questions.
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- XI. **Scored Questions** – Each member of the evaluation team (except the Chair who is facilitating and not evaluating) will individually score the response and allocate a provisional score between 0-5 in accordance to the scoring system detailed in D11. Note that the option to score any ½ marks is not permissible. Each member of the evaluation team will then present the rationale for their individual score to the rest of the evaluation team. Once this process has been completed each member of the evaluation team will have an opportunity to reflect on their provisional score. This process may result in individual scores being adjusted either up or down but primarily a consensus score will be agreed. This consensus score will then be multiplied by the question weighting to achieve a weighted score for each question. The weighted scores for each potential supplier will then be added together to reach a total weighted score.
- XII. The scoring system to be applied to the evaluation of the SQ submissions will be as below unless otherwise stated:

Score	Performance	Judgement
5	Meets the standards exactly as specified	Excellent
4	Meets the standards well, but not exactly	Good
3	Meets the standard in most aspects, fails in some	Satisfactory
2	Fails in most aspects, meets it in some	Doubtful
1	Significantly fails to meet the standard	Poor
0	No response	

- XIII. The key criteria on which the submissions will be evaluated are:-

Criteria		Evaluation
Part 1	Potential Supplier Information	Information Only
Part 2	Exclusion Grounds	Pass / Fail
Part 3	Selection Questions:	
Part 3.1	Economic and Financial Standing	Pass / Fail
Part 3.2	Technical and Professional Ability	Scored 0 to 5
Part 3.3	Modular Off Site Construction Requirements	Pass / Fail
Part 3.4	Insurance	Pass / Fail
Part 3.5	Capacity and Resources	Scored 0 to 5
Part 3.6	Quality of delivered product	Scored 0 to 5
Part 3.7	Health & Safety	Scored 0 to 5

WELLINGBOROUGH HOMES, MILNER ROAD, FINEDON

RESTRICTED TENDER

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.

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.

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 a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) 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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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)	<p>Relevant classifications (state whether you fall within one of these, and if so which one)</p> <ul style="list-style-type: none"> a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual 	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ²</p> <ul style="list-style-type: none"> - 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; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) 	

	<ul style="list-style-type: none">- Head office DUNS number (if applicable)- Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
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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 <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>				
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: Grounds for Mandatory Exclusion

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)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	

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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>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.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

	with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	
3.1(j)	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.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
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 provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> 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

Section 3.1		Economic and Financial Standing	
		Question	Response
3.1.1	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 <input type="checkbox"/> No <input type="checkbox"/>
	(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 <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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 <input type="checkbox"/> No <input type="checkbox"/>
3.1.2	An assessment of financial viability, via an independent financial check will be made. Please indicate your agreement for this to be undertaken.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 3.1.3	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			
Relationship to the Supplier completing these questions			
3.1.4	Are you able to provide parent company accounts if requested to at a later stage?		Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1.5	If yes, would the parent company be willing to provide a guarantee if necessary?		Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1.6	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?		Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 3.2	Technical and Professional Ability
3.2.1	<p>Relevant experience and contract examples</p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>If you cannot provide examples see question 3.2.2</p>

	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			

3.2.2	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.
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Section 3.3	Modular Off Site Construction Requirements. (Only needs to be completed by Suppliers intending to use Modular Construction methods)
3.3.1	Please provide details of the modular system that you propose to use including confirmation and evidence that the system is mortgageable for Shared Ownership and is recognised by Warranty providers, such as Premier, NHBC, Checkmate etc.
3.3.2	Are you or proposed Modular supplier registered with BOPAS (Build Offsite Property Assurance Scheme).
3.3.2	Can the proposed modular system accommodate a traditional brick or rendered block external skin, without significant effect on the performance of the external envelope.

Section 3.4	Insurance
3.4.1	<p>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</p> <p>Employer's (Compulsory) Liability Insurance = £x</p> <p>Public Liability Insurance = £x Professional Indemnity Insurance = £x</p> <p>Product Liability Insurance = £x</p> <p>*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.</p>

Section 3.5	Capacity and Resources	
3.5.1	Wellingborough Homes would prefer the site manager to be directly employed by your organisation. Please state the percentage of your site managers that are currently directly employed.	
3.5.2	<p>For the recently completed similar contracts detailed in 3.2.1</p> <ul style="list-style-type: none"> - state the % of the workforce utilised on the scheme that was directly employed by the organisation - state the % of the total value of the work that was undertaken by sub-contractors - state the number of apprentices currently employed by the organisation 	
3.5.3	<p>Wellingborough Homes would prefer the contract to be administered from an office located within 50 miles of the site location. Please give the location of the office from which this scheme will be managed/administered and the distance from the site.</p> <p>If your office location is not within a 50 mile radius of the site. Please state why you believe that you will still be able to manage this site effectively.</p>	
3.5.4	Please state the value of this particular scheme as a % of the organisation's annual turnover for the previous financial year.	

Section 3.6	Quality of delivered product	
3.6.1	Please provide details of the system currently utilised by your organisation to deal with defect reporting, completion of defects within agreed timescales and feedback to clients, within the 12 month defect period. (500 words)	

3.6.2	Please provide details of how the final construction stage of each property will be managed by your organisation to ensure that all properties are handed over to an agreed quality standard. (500 words)	
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Section 3.7	Health and Safety	
3.7.1	Will this site be registered with Considerate Constructors	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.7.2	Please provide details of the Health & Safety inspection procedure that will be utilised on this site to ensure a safe working environment. (500 words)	

APPENDIX 1 CHECKLIST

The table below has been prepared in order to further support potential suppliers in submitting whole and compliant submissions. Please use this checklist to ensure that all relevant information **within each section** have been completed and submitted to admin@jlpqs.co.uk.

Prior to the commencement of evaluations the Client will complete a due diligence check to ensure that all submissions are compliant. **Missing information will result in a non-compliant submission and therefore will take no further part in the process.**

Note that this **Appendix** must be returned with your submission.

Section	Title of Section	Returned Yes	Returned No
Part F	Part 1: Potential Supplier Information		
Part G	Part 2: Exclusion Grounds		
Part H	Part 3: Selection / Additional Questions 3.1 – Economic and Financial Standing 3.2 – Group Structure (if applicable) 3.3 – Modular Offsite Construction Requirements 3.4 – Insurance 3.5 – Capacity and Resources 3.6 – Quality of delivered product 3.7 – Health & Safety		
Part I	Appendix 1: Checklist		