



## **SUPPLIER QUALIFICATION QUESTIONNAIRE (SQQ)**

Principal Contractor Role

Revision 1  
04/06/2025

Information Category: Public

## Background Information

### Our History

The Almonry, a striking building dating back to the 14th and early 15th centuries, was once the home of the Almoner, a monk from the Benedictine Abbey. After the dissolution of the Abbey by Henry VIII, the Almonry became the residence of its final Abbot, Philip Ballard. Today, the Almonry stands alongside two churches, a bell tower, and a cloister arch, the last remnants of what was once the third largest abbey in England. Over the years, the Almonry has served many purposes, from an alehouse and offices to tea rooms and a private home. In 1929, it was acquired by Evesham Borough Council and, in 1957, opened as a museum. It continues to be owned and supported by Evesham Town Council. The museum boasts a fascinating and eclectic collection, spanning from prehistoric times to the 20th century. Spread across two floors and a lovely garden, the exhibits offer a captivating look at Evesham's rich history and development. Highlights also include displays on the Abbey, the Battle of Evesham in 1265, local horticulture, archaeology and fossils, as well as a Victorian school room.

### Our Future

In 2017, the Almonry Museum was placed as a Priority B rated building on the Historic England Heritage at Risk Register. This means the building is at high risk of rapid deterioration and urgent works are required to restore the building and extend its life in order to continue to serve the community of Evesham and showcase its fascinating history. The purpose of the construction work is to restore the building to its native form, whilst repairing and replacing building elements which are faulty, inadequate, deteriorated or unfit for purpose.

### Scope of Works

Works include, but are not limited to, the following items:

- Reslating of stone slate roofs.
- Repointing and masonry repairs.
- Replace existing heating and electrical installations.
- Window repairs.
- Repairs to timber frame and replacement infill panels.
- Improvements to rainwater disposal.
- Improvements to WC facilities
- Replace fire alarm system
- Install new data, CCTV and external lighting
- Repairs to external boundary walls and garden paths
- Access improvements including installation of platform lift.

*\*Please note this list is not exhaustive. Full schedule of works to be released to successful candidates following SQQ responses.*





## Purpose & Introduction to SQQ

The Supplier Qualification Questionnaire (SQQ) forms the initial stage of contractor selection and will be used to undertake a structured evaluation of each supplier's alignment with project requirements from an organisational, technical, and financial capability perspective. The purpose of this exercise is to develop a suitable tender list for the Principal Contractor role under a JCT Traditional form of contract on this project at next stage of procurement.

Submissions are to be issued to [tomravenhall@ridge.co.uk](mailto:tomravenhall@ridge.co.uk) and [nabihaiqbal@ridge.co.uk](mailto:nabihaiqbal@ridge.co.uk) on or before 17:00 24/06/2025. Submissions are to be emailed in pdf format. Submissions are to adhere to page count limits referred to for each section within the questionnaire.

Prospective contractors will be evaluated based on their responses to this SQQ using a weighted scoring system. Each section is assigned an evaluation category with an associated weighting reflecting its importance to the successful delivery of the project. The 3 highest scoring contractors will be taken forward to the Invitation to Tender Stage. This is subject to change following receipt of submissions.

### Pass / Fail Criteria:

These are mandatory requirements. Failure to meet a Pass / Fail criterion (e.g. inadequate insurance cover, failure to demonstrate financial stability, or non-compliance with health and safety regulations) will result in automatic disqualification from further consideration.

### Scored Criteria:

For all other sections, responses will be scored based on the quality, relevance, and depth of information provided. Each response will be evaluated against a defined marking scheme (on a 0–5 scale) and multiplied by the associated weighting to calculate a total score.

Section 3 (Project Experience and Capability) falls under the 'Scored Criteria' section. The definition of each score is denoted below.

SCORE	DESCRIPTION
0	No response or wholly inadequate
1	Poor – significant deficiencies
2	Fair – limited or partially relevant
3	Satisfactory – meets basic requirements
4	Good – demonstrates clear capability
5	Excellent – strong, detailed and relevant

## Timescales

### SQQ Timescales

Date of SQQ Commencement  
**04/06/2025**  
 Clarification Deadline  
**18/06/2025**  
 Date for Submissions Required By  
**24/06/2025**  
 Date for Feedback to be issued by  
**09/07/2025**

### Indicative Project Timescales

ITT Issued  
**July 2025**  
 ITT Submission Deadline  
**September 2025**  
 Start on Site  
**Q4 2025**  
 Completion on Site  
**Q1 2027**

Should you have any queries whilst completing the SQQ, please contact [tomravenhall@ridge.co.uk](mailto:tomravenhall@ridge.co.uk) and [nabihaiqbal@ridge.co.uk](mailto:nabihaiqbal@ridge.co.uk). Please refer to the following section to complete the SQQ.

## Questionnaire

### 1. Company Information (Pass / Fail) – maximum of 2 A4 pages

- 1.1 Full legal name of the contractor
- 1.2 Registered address and principal office location:
- 1.3 Company registration number and VAT number:
- 1.4 Primary contact person (name, title, phone, email):
- 1.5 Years trading under the current name:
- 1.6 Nature of business and core areas of expertise:
- 1.7 Are you a member of any relevant trade bodies or professional associations?
- 1.8 Please provide a company organogram

### 2. Legal and Financial Standing (Pass / Fail) – maximum of 2 A4 pages

- 2.1 Are there any ongoing legal proceedings, insolvency actions, or claims that could impact your ability to deliver the contract?
- 2.2 Please provide evidence of financial stability (e.g. latest audited accounts or financial statements).
- 2.3 Please can you confirm your annual turnover for the past three financial years.
- 2.4 Do you hold the necessary insurances for a project of this nature? Please provide the maximum cover you can provide for:
  - Public Liability Insurance
  - Employer's Liability Insurance
  - Professional Indemnity Insurance
  - Contractors All Risk Insurance (if applicable)

### 3. Project Experience and Capability (Scored Criteria) – maximum of 6 A4 pages

- 3.1 Please provide a summary of your experience with heritage, conservation, or museum-grade construction projects. Please list any experiences relating to Grade I listed buildings to support this.
- 3.2 Please demonstrate your organisation's experience in working with traditional construction materials, specifically:
  - Cotswold stone slate roofing, including sourcing, laying, and repair techniques appropriate to heritage or listed buildings.
  - Timber frame structures and infill panels, including conservation, repair, or replacement methods that respect traditional construction practices.
- 3.3 Please list up to three relevant projects completed in the last five years, including:
  - Client name
  - Project description
  - Value
  - Completion date
  - Key challenges and how they were managed
- 3.4 Please provide a summary of your current project commitments and anticipated pipeline over the next 24 months.
- 3.5 Please provide an organisation chart detailing number of staff, their profession/trade and indicate the number of staff who are likely to form part of the resourcing for this contract, and detailing any apprentices you might use on this contract.

3.6 Please provide brief details of qualifications and experience of team members who would be working on the contract, enclosing CVs, copies of certification, registration, CSCS Heritage Cards held etc where appropriate.

#### 4. Health, Safety, and Environmental Management (Pass / Fail) – maximum of 1 A4 page

- 4.1 Do you have a documented Health & Safety policy? (Please attach)
- 4.2 Have you had any reportable accidents or HSE enforcement notices in the past 5 years?
- 4.3 Describe your approach to ensuring safe working practices on sensitive or public sites.
- 4.4 Do you hold any environmental management certifications (e.g., ISO 14001)?

#### 5. Quality Assurance (Pass / Fail) – maximum of 1 A4 page

- 5.1 Do you have a Quality Management System in place? (e.g., ISO 9001)
- 5.2 Describe your process for managing quality across subcontractors and specialist trades.
- 5.3 What controls are in place to manage works on historic buildings or listed structures?

#### 6. Supply Chain and Subcontracting (Pass / Fail) – maximum of 1 A4 page

- 6.1 Will you self-deliver all elements of the project or engage subcontractors?
- 6.2 Indicatively, please can you provide an overview of which building elements you are expecting will be subcontracted
- 6.3 If using subcontractors, describe your vetting and management process.
- 6.4 Are any critical trades or heritage specialists already identified? Please list.

#### 7. Sustainability and Social Value (Pass / Fail) – maximum of 1 A4 page

- 7.1 Do you have a sustainability or carbon reduction policy?
- 7.2 How do you contribute to social value to your projects and local community?
- 7.3 Do you employ local labour or use local suppliers?

### Enclosures

Please confirm that you have enclosed the following with your completed questionnaire, where necessary/appropriate:

Enclosure	Section Form	of	Status	Tick to indicate documents have been included
One-page chart illustrating ownership structure	Section refers	1.8	Compulsory	
Audited Accounts / A statement of your turnover, profit & loss account and cash flow for previous 2 years	Section refers	2.4	Compulsory	
Insurance Certificates	Section refers	2.4	Compulsory	
Health and Safety Policy	Section refers	4.1	Where possible	



Health and safety record for the last 5 years, and details of any prohibition notice or improvement notice	Section 4.2	Compulsory refers
Organisation Chart	Section 3.5	Compulsory refers
Details of Qualifications etc	Section 3.6	Where possible refers