



## **Pre-Qualification Questionnaire**

*for*

### **Kingston Maurward College: University Centre & Rural Business Development Hub**

*at*

**Kingston Maurward College**

**Dorchester**

**Dorset**

**DT2 8PY**

Prepared by  
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## 1 Introduction

PGP (Peter Gunning & Partners llp) have been engaged to act as Project Manager and Quantity Surveyors for a construction scheme at Kingston Maurward College, Dorchester.

The scheme, as detailed within the Project Information Schedule involves:

1. The demolition of an existing modern metal portal frame storage shed.
2. The design and construction of a new university building consisting of a lecture theatre, teaching rooms, café and business incubation units together with all associated drainage, services, car park and landscaping.

It is proposed that the works are tendered through a Single Stage tender process and awarded as a single JCT Design and Build contract.

Should you wish to be selected, please complete the enclosed pre-qualification Questionnaire and submit it via email to [nickmasters@pgandp.co.uk](mailto:nickmasters@pgandp.co.uk) by no later than 12:00 noon on Wednesday 10<sup>th</sup> March 2021. Any submissions after this time will be considered non-compliant and disregarded.

It is intended to be a single-stage tendering procedure, conducted in a manner consistent with the JCT Tendering Practice Note (2017 edition). As detailed within the Information Schedule, it is intended that the tender process should be conducted electronically and the contract will be awarded to the most economically advantageous tender.

All contractors wishing to participate will submit a bona fide tender which will be open for acceptance for a period of not less than 90 days.

## 2 Project Information Schedule

### The Project

Project Title: University Centre & Rural Business Development Hub

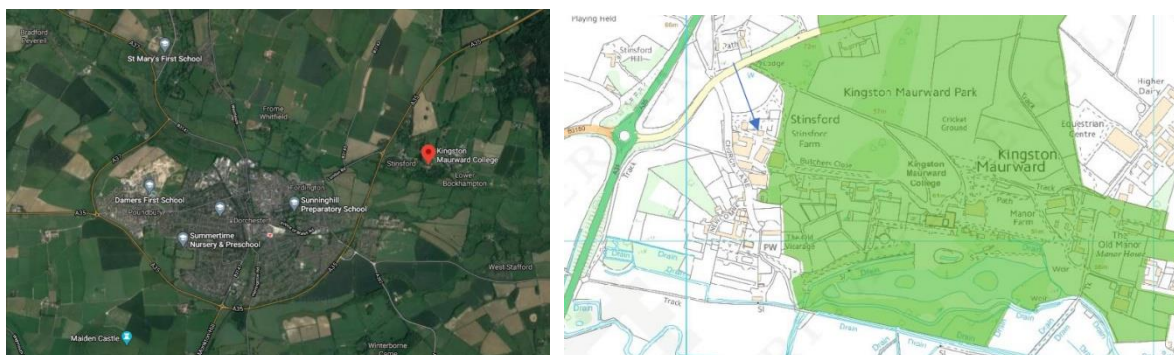
Description of the Works: The Design and Construction of a new university centre

Site Location: Kingston Maurward College

Dorchester

Dorset

DT2 8PY



Client/Contracting Authority: Kingston Maurward College

Contact address for queries and Communications:

Contact Person: Nick Masters

Address: Peter Gunning & Partners LLP  
Asquith House  
Stowey Street  
Poundbury  
Dorchester  
Dorset  
DT1 3WD

Tel No: 07970 722409

Email: [nickmasters@pgandp.co.uk](mailto:nickmasters@pgandp.co.uk)

Anticipated Start on Site Date: May / June 2021

Anticipated Completion Date: March 2022

Access to the Project Site: To be arranged and agreed with PGP

**Consultants:**

Project Manager:	Peter Gunning & Partners LLP (PGP)
Employer's Agent:	Peter Gunning & Partners LLP (PGP)
Quantity Surveyor:	Peter Gunning & Partners LLP (PGP)
Architect:	A&Q Partnership
Structural Engineer:	Hydrock
Civil Engineering:	Hydrock
M&E Consultant:	Qoda Consulting
Principal Designer:	Wills Design Partnership Ltd

**Tendering Procedure**

Type of Procedure	Single Stage JCT Design and Build (refer also Section 9.2)
Method of submitting documents:	Electronic
Closing Date for return of questionnaires:	12 noon on Wednesday 10 <sup>th</sup> March 2021
Intended date of issue of tender documents:	29 <sup>th</sup> March 2021
Proposed Tender Period:	5 weeks
Proposed Number of Tenderers:	6

**The Contract**

Form of Contract:	JCT Design & Build Contract (2016 Edition)
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**Tender Assessment and Award**

Tenders will be assessed by a Selection Panel and scoring matrix which will be included within the tender documents to identify the most economically advantageous tender.

The criteria for assessing are:	60% - Quality
	15% - Cost/Price
	25% - Programme

### **3 Document Issue List**

#### A&Q Partnership – Planning Drawings:

- 20075 PA 00 – Location and Block Plan
- 20075 PA 01 – Topographical Survey
- 20075 PA 02 – Existing Elevations
- 20075 PA 03 – Existing Site Sections
- 20075 PA 04 – Existing Photo Sheet
- 20075 PA 10 – Proposed Ground Floor Plan
- 20075 PA 11 – Proposed First Floor Plan
- 20075 PA 12 – Proposed Roof Plan
- 20075 PA 13 – Proposed Elevations (1 of 2)
- 20075 PA 14 – Proposed Elevations (2 of 2)
- 20075 PA 15 – Proposed Street Scenes
- 20075 PA 16 – Proposed Site Sections
- 20075 PA 17 – Proposed Site Plan
- 20075 PA 18 – External Works – Hard Finishes
- 20075 PA 19 – External Works – Planting
- 20075 PA 20 – Building Finishes – Exterior
- 20075 PA 21 – Building Finishes – Interior
- 20075 PA 22 – External 3D Views
- 20075 PA 23 – Internal 3D Views

#### Other Supporting Information for Planning:

- Design and Access Statement
- Ground Contamination Report
- English Heritage Park and Garden Map
- Heritage Assessment
- Historic England Consultation
- Kingston Maurward Masterplan
- Landscape Visual Impact Assessment
- Traffic Study
- Tree Survey and Constraints Plan
- Tree Survey Report and Constraints
- Wessex Water Map
- Biodiversity Plan
- Ecological Impact Assessment Report

## 4 Instructions for Completing this Questionnaire

### 4.1 Instructions

The information you provide in response to this questionnaire will be evaluated in order to assess the likely technical capability of applicants to meet our requirements, the financial stability of the applicants and to ensure that the service providers meet our criteria for the role of Design and Build Contractor.

Please submit your questionnaire responding to the questions set out below via email to [nickmasters@pgandp.co.uk](mailto:nickmasters@pgandp.co.uk).

Please ensure the submission adheres to the following criteria:

1. each entire answer is no more than 750 words (i.e. where questions are broken down into subsidiary questions, the word limit applies to the whole);
2. clear, legible and unambiguous;
3. easy to read in terms of layout and graphics and in plain English;
4. you may provide appended supporting documents. Those documents should be in a minimum 11 point font, Arial, Verdana, Tahoma or Times Roman and should be inclusive of the 750 word count limit per answer.
5. Do not include any standard marketing or promotional material within your answer as this will be discounted.
6. All appendices and supporting document files must be directly referenced to the question to which they refer i.e. the File name should clearly indicate which answer they refer to.
7. Please answer all questions specifically for the applicant. If you are part of a group of companies or using subcontractors please use the word document of the PQQ to provide additional responses.
8. Completed PQQs (and supporting information) should be returned via email to [nickmasters@pgandp.co.uk](mailto:nickmasters@pgandp.co.uk).
9. PQQ Timetable
10. Completed PQQ documentation must be submitted by or before **12:00 hrs on Wednesday 10<sup>th</sup> March 2021**. Responses received after this date and time will be disregarded unless the return date is extended as a result of exceptional circumstances at the sole discretion of the Contracting Authority.
11. Faxed or emailed copies of the PQQ are not acceptable.
12. Please answer all questions in the PQQ as accurately and concisely as possible. Where a question is not relevant to your organisation, this should be indicated with 'Not Applicable', with an explanation as to why.
13. Please answer all questions within the body of the questionnaire. Where supporting evidence is provided, please ensure that it is marked with the question number to which it relates.
14. Responses will be evaluated in accordance with the procedures set out below. In the event that none of the responses are deemed satisfactory, the Contracting Authority reserves the right to consider alternative procurement options.

15. Failure to furnish the required information, to provide a completed responses to any question or supply documentation referred to in responses, within the specified timescale, may mean that you will not be invited to participate further.
16. The purpose of the PQQ is to establish your experience, capacity and technical ability to undertake the services described herein.

## **4.2 Ineligibility**

The Contracting Authority will disqualify any applicant who meets any of the criteria for mandatory exclusion of bidders listed in regulations 57(1), (2) and (3) of the Public Contracts Regulations 2015 and Public Contract Directives 2014/24/EU Article 57(1).

The Contracting Authority may disqualify any applicant who meets any of the criteria for the discretionary exclusion of bidders listed in regulations 57(1), (2) and (3) of the Public Contracts Regulations 2015 and Public Contracts Directives 2014/24/EU Article 57(1).

Summary of ineligibility conditions provided by regulation 57 of the Public Contracts Regulations 2015 (SI 2015 No: 102): Further information can be found in the Guidance Notes and copy of PQQ Parts 1 and 2 word document provided with the tender.

## **4.3 Queries about the Standard Selection Process**

Any questions about the procurement process should be submitted via email to [nickmasters@pgandp.co.uk](mailto:nickmasters@pgandp.co.uk) by **15:00 hrs on Thursday 4<sup>th</sup> March 2021**. Questions will not be accepted after this date. No approach of any kind in connection with this PQQ should be made to any other person within or associated with the Contracting Authority.

The Contracting Authority will circulate any questions or requests for clarification in relation to problems raised by applicants and the responses provided to all applicants, where considered of material significant to all applicants. The Contracting Authority has the option to not answer a query if considered it is not necessary.

The Contracting Authority will endeavour to answer all queries within 3 days of receipt.

The Contracting Authority shall not be responsible for making contact through any route other than via the Contracts Finder Portal. Correspondence or Clarification method. Applicants must therefore ensure that their contact information is up-to-date under your company's registration details in Order to receive email notifications.

## **4.4 PQQ Evaluation**

A Procurement Project Team has been formed by drawing together representatives from within the Contracting Authority. This Project Team will consider and evaluate all submissions.

Some elements of the PQQ will be assessed on a pass/fail basis. For those PQQs which pass such tests, the remaining questions will then be scored by the Procurement Project Team. Details of the pass/fail basis and scores that apply to the PQQ are set out in the PQQ.

Scored questions will all be assessed on the strength of applicants' responses, using a standard method of scoring, set out in the table below:



<b>Performance</b>	<b>Judgement</b>	<b>Score</b>
Full and exceptional response / very impressive overall proposals	Excellent	5
Full and very good response / significant level of initiative shown	Very Good	4
Response with some merit / moderate level of initiative shown	Good	3
Partially addresses issue / some evidence shown on how to address the requirements	Partial	2
Unclear response / very little evidence shown on how to address the requirements	Poor	1
Did not answer issue in question	Inadequate	0

The scored questions are contained in Part 3, Section 9 of the PQQ. They are in this word document for your convenience only.

The total number of marks available is provided in the table below. Each separately numbered scored question within each of the parts will be scored out of 5.

The PQQ assessment process will evaluate applicants' submissions and determine an appropriate number of the highest scoring submissions (out of those who pass all of the pass/fail questions) to be invited to tender for the role of Design and Build Contractor to the Contracting Authority.

At conclusion of the marking of responses to the Questionnaire and as part of the evaluation process the Procurement Project Team will review the scores of all submissions received so as to satisfy itself that the approach to scoring of questions has been consistent. As a result the Contracting Authority reserves the right for the Procurement Project Team to moderate the score given to any one or more answers submitted by bidders in response to the PQQ, either to increase or to decrease the score allocated to that answer, as may be appropriate. This process of review and moderation will take place before the decision is taken about how many bidders are selected to be invited to tender.

At the end of the scoring and moderation process, the Contracting Authority intend to select a maximum of six applicants to be invited to tender by reference to the highest scoring PQQs.

## 5 PRE-QUALIFICATION QUESTIONNAIRE

FOR USE IN CONNECTION WITH THE PROCUREMENT OF  
A DESIGN-AND-BUILD CONTRACTOR  
FOR THE DESIGN AND CONSTRUCTION OF  
THE UNIVERSITY CENTRE & RURAL BUSINESS DEVELOPMENT HUB

### Notes for completion

The **Contracting 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.

**You / Your** refers to the potential supplier completing this standard 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.

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.

The authority recognises that arrangements set out in section 1.2 of the standard 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.

For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

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 Contracting 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	Part 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 public limited company limited company limited liability partnership other partnership sole trader third sector 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)	Relevant classifications (state whether you fall within one of these, and if so which one) Voluntary Community Social Enterprise (VCSE) Sheltered Workshop Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met; <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> </ul> </li> </ul> <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"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <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"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	

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	Part 2: 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 reg. 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 Contracting 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	Part 3: 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)	<p><b>Regulations 57(1) and (2)</b>  The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a>, 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 <a href="#">webpage</a>.</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, which grounds listed the conviction was for, 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)	<b>Regulation 57(3)</b> 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 Contracting 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	<b>Regulation 57 (8)</b> The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a> , 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 <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	Yes <input type="checkbox"/> No <input type="checkbox"/>



	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
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 with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
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)	
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### Part 3: Selection Questions

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 <b>one</b> 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"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

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 <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Section 6</b>	<b>Technical and Professional Ability</b>
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<b>6.1</b>	<b>Relevant experience and contract examples</b>  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		
	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
<b>Name of customer organisation</b>			
<b>Point of contact in the organisation</b>			
<b>Position in the organisation</b>			
<b>E-mail address</b>			
<b>Description of contract</b>			
<b>Contract Start date</b>			
<b>Contract completion date</b>			
<b>Estimated contract value</b>			

<b>6.2</b>	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).
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<b>6.3</b>	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 7	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 <input type="checkbox"/> N/A <input type="checkbox"/>
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 <input type="checkbox"/> Please provide the relevant url ... No <input type="checkbox"/> Please provide an explanation

## 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	<b>Insurance</b>
	<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: £10 million  Public Liability Insurance: £10 million  Professional Indemnity Insurance: £10 million  Product Liability Insurance: £5 million</p> <p>It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum (other than Sole Traders).</p>

Section 9	Project Specific Questions	Scores available	Weight	Totals
9.1	<p><b>Similar Projects</b></p> <p>Please provide details of 3 works contracts of similar value, scale and nature (either completed or in progress, which may include one or more of the contracts referred to in your answer to question 6.1 above) on which you have been engaged in the last 5 years, identifying in each case its chief characteristics including:</p> <p>a) on programme;</p> <p>b) Apprentices and engaging with construction students;</p> <p>c) Locality – demonstrated ability to successfully deliver similar scale projects locally;</p> <p>d) Conservation area experience;</p> <p>e) Educational setting experience;</p> <p>f) within budget (in particular describe how you contributed to cost control during subcontract procurement and construction to ensure the budget was not exceeded);</p> <p>g) in accordance with all specifications and quality systems (stating the relevant standards).</p>	<p>Per project</p> <p>5</p> <p>3</p> <p>5</p> <p>2</p> <p>5</p> <p>5</p> <p>5</p>	1	30
9.2	<p><b>Logistics and Programming</b></p> <p>Please explain, with examples, how on previous projects you have addressed more complex logistical issues, including:</p>			

	<p><b>a)</b> Access to open campus</p> <p><b>b)</b> Safeguarding of minors</p> <p><b>c)</b> Mitigation/elimination of hazards and material risks to health and safety of operatives and residents and to adjoining or nearby properties (structures, party walls, rights of light, water tables, watercourses and so on).</p> <p><b>d)</b> Programming and critical path management.</p>	<p>5</p> <p>5</p> <p>5</p> <p>10</p>	<p></p> <p></p> <p></p> <p>1</p>	<p></p> <p></p> <p></p> <p>25</p>
<b>9.3</b>	<p><b>Resources and supply chain</b></p> <p>Please explain/provide, with examples, in relation to previous projects and ensuring quality and delivery on time and to budget:</p> <p><b>a)</b> Your approach to structuring and management of key supply chains (labour, materials, skills);</p> <p><b>b)</b> The size and composition of your directly employed workforce and how many are directly engaged in construction and the number of apprenticeships you provide and the range of skills in which they are offered</p> <p><b>c)</b> Your capability in and approach to design management</p>	<p>5</p> <p>5</p> <p>5</p>	<p></p> <p></p> <p>1</p>	<p></p> <p></p> <p>15</p>

9.4	<p><b>Sustainability</b></p> <p>Please explain with examples how on previous projects you have optimised:</p> <ul style="list-style-type: none"> <li>a) Recycling and reuse of materials;</li> <li>b) Application of sustainable design principles;</li> <li>c) Reduction of road miles in connection with the project; and</li> <li>d) Energy conservation/water conservation at the site.</li> </ul>	5	5	5
9.5	<p><b>Design and buildability</b></p> <p>Please explain, with examples, how on previous projects you have addressed design integration and buildability issues, including:</p> <ul style="list-style-type: none"> <li>a) Integration/coordination of architectural, structural, and services design;</li> <li>b) Means of identifying and overcoming barriers raised by design proposals to execution of works.</li> </ul>	5	5	10
9.6	<p><b>Value Engineering:</b></p> <p>Please explain, with examples, how on previous projects:</p> <ul style="list-style-type: none"> <li>a) You have managed or contributed to value engineering exercises in order to obtain costs savings while maintaining high quality standards,</li> </ul>	5		



	and the value/extent of savings achieved; and			
	b) The extent to which your efforts required collaboration with design consultants and other building professionals.	5	1	10
	<b>Grand Total:</b>			<b>100</b>

# **Appendix A**

## Planning Drawings and Supporting Information