



The Coal
Authority

OFFICIAL: SENSITIVE - COMMERCIAL

Minewater Treatment Schemes Design, Build, Refurbishments and Minor Works Framework

Procurement guidance & supporting information

Pre-qualification stage

CA18/2/1/6



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Overview


Introduction

We are a non-departmental public body and partner organisation of the Department for Business, Energy and Industrial Strategy (BEIS).

We were established under the Coal Industry Act 1994 to take over the nation's coal assets and the historical liabilities from British Coal.

We undertake a wide range of work which is summarised below;



 The Coal Authority

As part of this work we are responsible for a portfolio of sites across the UK coalfields, stretching from South Wales, through the Midlands, Yorkshire and Lancashire to the North East, Cumbria and Scotland.

We also deal with other mine waters which can be located outside the coal field areas and since 2011 have been involved with the delivery of a metal mine programme.

The scope of this framework may include both coal and non-coal mine waters projects and may also cover other responsibilities performed by the Authority.

Scope

We are seeking to appoint a number of Contractors to deliver design and construct and construct only services for new mine water treatment schemes and also to refurbish existing schemes along with associated minor works with effect from 1 April 2020. The services will be required for a period of 4 years.

We may require projects which commence design in 2023 to be constructed under this framework in 2024 and beyond.

We cannot guarantee the volume or the value of the projects however, as a guide, please see the estimated pipeline of works below.

The pipeline of these works may increase or decrease dependent upon the value of funding from relevant Government departments.

The works will be organised into two distinct lots which are detailed below.

Value of future framework

Lot	Year	Coal Programme	Non Coal Programme
1 – Design and/or Build	2020/21	£6.0m	£0.5m
	2021/22	£11.8m	£5.3m
	2022/23	£9.9m	£5.4m
	2023/24	£5.4m	£10.4
Sub Total		£33.1m	£21.6m
2 – Minor Works Civils & M&E	2020/21	£3.3m	£0.6m
	2021/22	£3.3m	£0.3m
	2022/23	£3.2m	£0.8m
	2023/24	£3.8m	£2.0m
Sub Total		£13.6m	£3.7m

Lot 1 - forecasted value c.£54.7m

Lot 2 - forecasted value c.£17.3m

Lotting Structure

Lot 1 - Design & build / build only services

Two contractors will be appointed to this lot on the framework.

Typical scheme values £1m+

All new projects will be subject to mini competition.

Mini competitions will be straightforward in nature and based upon ability to deliver to time and cost

Lot 2 - Scheme refurbishments, liner replacements & access track works along with any required minor works.

It is our expectation that we appoint **between five and ten contractors** to this lot on the framework.

The final figure will be dependent upon the market's ability to provide the geographical and technical coverage required.

Typical scheme values £50k - £1m.

All new projects will be subject to mini competition.

Mini competitions will be straightforward in nature and based upon ability to deliver to time and cost

We reserve the right to move projects between lots should capacity restrictions on the part of the appointed suppliers within the primary lot oblige us to do so.

Whilst it is our intention to route all relevant future projects through this framework we do reserve the right to tender any projects on the open market where the framework is not able to provide either a cost effective solution or has the capacity to deliver a solution in the time frame required.

Lot 1 projects may comprise of;

- **A brand new or major refurbishment of a minewater treatment scheme which may include**
- Aeration systems – typically cascade structures
- Settlement lagoons
- Reed beds / wetland areas
- Sludge handling facilities
- Inlet and outlet structures and liner systems to the settlement lagoons and wetlands
- Interconnecting channels and pipelines
- Access roads and footpaths
- Associated drainage works
- Pumping infrastructure
- Mechanical and electrical works for schemes where pumping to remote treatment area or from underground workings is required
- Chemical dosing systems where required
- Landscaping works, fencing and signage

Note: This list is indicative only

Lot 2 projects may comprise of;

- Refurbish pumping infrastructure – pumps, pipework, valves
- Refurbish electrical infrastructure – panels, cabling etc.
- General building improvement to pumping stations including installation / refurbishment of building services
- Flow monitoring structures
- Mine water capture works, including collection chambers at existing discharge points
- Installation of lagoons / reedbeds / sludge drying beds
- Metalwork, gridding, hand railing etc.
- Replacement of lagoon liners
- Upgrade of existing access roads and footpaths
- Refurbishment and upgrade of drainage
- Refurbishment of landscaping works, fencing and signage
- Refurbishment of chemical dosing systems where required.

Note: This list is indicative only

Contractual References

This tender will be associated with Coal Authority reference CA18/2/1/6

The conditions of contract for this framework for future projects will be based on NEC4 PSC Options A, C or E, ECC Options A or C and ECSC

Further details on the form of contract will be included in the Invitation to Tender.

Appropriate Z clauses relevant to the scope of activities outlined in the specification will be included as per standard Public Sector guidelines from the UK Government at Framework level. These clauses will be detailed in the ITT (Invitation to Tender) documents.

Rates to be used under the Framework are to be those submitted within the Commercial section of the Questionnaire submitted as part of the ITT. The Rates will form the Schedule or Rates (Price List) to be incorporated into the Framework at Contract level.

All Rates will be fixed for an initial period of 2 years, with cost price adjustment review planned at the 2nd and 3rd anniversaries of the Framework.

Indicative Timetable

Below is detailed the indicative timetable of the procurement process.

Task	Date
PQQ Published	23 August 2019
PQQ Return deadline	4 October 2019
Invitation to Tender published	21 October 2019
Tender submission deadline	27 December 2019
Framework Award Notification	w.c. 17 February 2020
Framework Commences	w.c. 30 March 2020

Any changes to these timescales will be notified with the maximum possible notice.

PQQs received after the closing date and time will not be considered. Failure to comply with the provisions of these Instructions or to complete the PQQ document in full and without alteration may also result in the disqualification of your submission.

PQQ Assessment Criteria

The Coal Authority intends to invite;

Lot 1 - up to seven bidders to tender for a place on the framework.

Lot 2 - up to fifteen bidders to tender for a place on the framework.

The shortlists of contractors will be selected following the evaluation of responses to the PQQ.

Any party submitting a PQQ must accept the Coal Authority's terms & conditions.

The Coal Authority will reject any PQQ which is not completed fully or which it deems is not compliant.

A PQQ response shall only be compliant if the following elements are completed:

Standard Selection Questionnaire

The PQQ questionnaire is sectional and the sections requiring completion to constitute a compliant bid are summarised below (sections 1 & 2 comprise of information for bidders and do not require completion.)

Section 3 General supplier information

Section 4 Supplier financial information (including prompt payment performance)

Section 5 Standard grounds for exclusion

Section 6 Corporate Social Responsibility & Health & Safety assessment

Sections 4-6 will be assessed on a Pass / Fail basis.

Section 7 Lot structure and selection – suppliers to indicate which lots they wish to be considered for – this is not scored but there is a pass / fail requirement for parties wishing to be considered for Lot 1.

Section 8 Technical & Professional Ability

Section 8 contains the scored questions which will determine the shortlisted bidders.

Section 9 Declaration

Quality Scoring Assessment

Technical Assessment - Details.

The scoring will be on the basis of the quality scoring approach below

Assessment	Detail	Score
Adds Value	The evaluators are satisfied that the submission demonstrates clearly and convincingly how the capacity and / or capability of the bidder in the area being evaluated not only meets requirements in an excellent way but adds value.	5
Meets Requirements	The evaluators are satisfied that the submission demonstrates how the capacity and / or capability of the bidder in the area being evaluated meets requirements to an acceptable standard.	4
Minor Concerns	The evaluators consider that the submission demonstrates how the capacity and / or capability of the bidder in the area being evaluated meets most of the requirements but that there are areas of minor concern.	3
Significant Concerns	The evaluators consider that the submission leaves them with significant concerns about how the capacity and / or capability of the bidder in the area being evaluated meets the requirements.	2
Unacceptable	Either <ul style="list-style-type: none"> no submission made in relation to the area being evaluated, the evaluators consider that the submission fails to demonstrate how capacity / capability of the bidder meets the requirements for the area being evaluated, or the evaluators have major reservations about the submission provided with regard to capacity and / or capability in relation to the area being evaluated 	0

The Coal Authority reserves the right to deem any submission scoring a 0 or 2 for any scored question as non – compliant and as such may be excluded from consideration

Technical Assessment – Details

See below details, requirements and weightings for the quality elements of this pre-qualification.

Lot 1 Bidders

Subject	Question	High Scoring Response
Relevant Technical Experience – Build Only Projects – 30%	<p>By way of an attachment please evidence of up to five and no less than three previous build only projects that you have delivered which are of a similar scale and complexity to those we will require in Lot 1.</p> <p>These should have been completed in the last five years</p> <p>Within your response, please provide:</p> <ul style="list-style-type: none"> • A comparison of the actual costs and delivery timescales compared to the tendered costs and timescales (these can be expressed as % to protect commercial confidentiality). • Clear evidence of the scale and detail of works undertaken • Evidence of your experience of working with NEC contracts for these projects – particularly ECC Options C & A which will be the forms of contract used for these projects in this framework • Details of the client, location and date of delivery including contact details so that we may verify your response with the clients concerned (Note: It is a condition that the Coal Authority should be able to approach your clients without referring back to your organisation.) <p>Please note that any submissions lacking the detail requested above will not be able to achieve a score of “Meets Requirements” and may score considerably lower dependent upon the detail provided.</p>	<p>Five separate and relevant examples provided.</p> <p>Examples within the last five years.</p> <p>Technically relevant examples provided which are also relevant in terms of scale / size of projects for this framework.</p> <p>Scope meets or exceeds project work specification which will be required for this framework</p> <p>Responses with technical content providing significant detail to assure technical capability.</p> <p>Examples that show ability to successfully build to designs provided by clients.</p> <p>Responses that provide details of actual costs as compared to tendered costs.</p>

Subject	Question	High Scoring Response
Relevant Technical Experience – Design and Build Projects – 30%	<p>If bidding as a joint entity submissions should provide relevant examples of where the joint entity has delivered similar requirements.</p> <p>If this is not possible (e.g. the joint entity is newly formed or is to be created for this framework) then succinct examples should be provided between the principal member(s) of the joint entity (examples are not required from each member).</p> <p>To score most highly please provide examples that demonstrate a breadth of experience across our requirements for Lot 1 rather than repeated examples of similar projects</p> <p>This is scored question and accounts for 30% of available marks.</p> <p>Submissions must not exceed ten pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested nine pages</p>	<p>Responses that provide details of actual delivered timescales as compared to tendered timescales.</p> <p>Details provided of clients and contact details.</p> <p>Client feedback matches details provided</p> <p>Breadth of examples and not similar projects provided</p>
	<p>By way of an attachment please evidence of up to five and no less than three previous design and build projects that you have delivered which are of a similar scale and complexity to those we will require in Lot 1.</p> <p>These should have been completed in the last five years</p> <p>Within your response, please provide:</p> <ul style="list-style-type: none"> • A comparison of the actual costs and delivery timescales compared to the tendered costs and timescales (these can be expressed as % to protect commercial confidentiality). • Clear evidence of the scale and detail of works undertaken 	<p>Five separate and relevant examples provided.</p> <p>Technically relevant examples provided which are also relevant in terms of scale / size of projects for this framework.</p> <p>Scope meets or exceeds project work specification which will be required for this framework</p> <p>Responses with technical content providing significant detail to</p>

Subject	Question	High Scoring Response
	<ul style="list-style-type: none"> • Evidence of your experience of working with NEC contracts for these projects – particularly ECC Options C & A which will be the forms of contract used for these projects in this framework • Details of the client, location and date of delivery including contact details so that we may verify your response with the clients concerned (Note: It is a condition that the Coal Authority should be able to approach your clients without referring back to your organisation.) <p>Please note that any submissions lacking the detail requested above will not be able to achieve a score of “Meets Requirements” and may score considerably lower dependent upon the detail provided.</p> <p>If bidding as a joint entity submissions should provide relevant examples of where the joint entity has delivered similar requirements. If this is not possible (e.g. the joint entity is newly formed or is to be created for this framework) then succinct examples should be provided between the principal member(s) of the joint entity (examples are not required from each member).</p> <p>To score most highly please provide examples that demonstrate a breadth of experience across our requirements for Lot 1 rather than repeated examples of similar projects</p> <p>This is scored question and accounts for 30% of available marks.</p> <p>Submissions must not exceed ten pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested nine pages</p>	<p>assure technical capability.</p> <p>Examples that show ability to deliver successful design and build projects for clients.</p> <p>Responses that provide details of actual costs as compared to tendered costs.</p> <p>Responses that provide details of actual delivered timescales as compared to tendered timescales.</p> <p>Details provided of clients and contact details.</p> <p>Client feedback matches details provided</p> <p>Breadth of examples and not similar projects provided</p>
Confirmation of capacity to cover geographical	By way of an attachment please confirm how you will meet the requirement to cover projects in all of our areas of activity.	Response that confirms in detail the ability and willingness to work in all areas of Coal Authority

Subject	Question	High Scoring Response
requirements – Pass / Fail	<p>Please see attachments provided to confirm our areas of activity.</p> <p>Within your response please provide detailed confirmation of how you would resource projects outside of your areas of presence in the UK which are Coal Authority areas of activity.</p> <p>This is a Pass / Fail question as it is a primary requirement to have two contractors on Lot 1 of this framework that can operate in all areas of activity.</p> <p>Submissions must not exceed three pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested three pages</p>	<p>areas of activity will receive a pass mark.</p> <p>Credible evidence to support this confirmation.</p>
Confirmation of design services delivery – For Information Only	<p>By way of an attachment please confirm how you will meet the requirement to provide design services for Lot 1</p> <p>Within your response please provide detailed confirmation of how you would resource design projects, whether it would be through own direct resources or by some form of supply chain arrangement</p> <p>This is a For Information question</p> <p>Submissions must not exceed two pages of A4 and any submissions in excess of this amount will only be reviewed up to the maximum requested two pages</p>	<p>This is a for information question only.</p>
Maintaining Excellent Client Relationships – 20%	<p>Please provide by way of an attachment evidence of how you manage excellent relationships with your clients and client representatives in ongoing framework relationships similar to the one that will be formed by this opportunity.</p>	<p>Evidence from three recent frameworks on which the bidder has been awarded a place.</p>

Subject	Question	High Scoring Response
	<p>To score most highly evidence from three recent frameworks of at least a similar scale and complexity will be required.</p> <p>Within your response, please provide:</p> <ul style="list-style-type: none"> • Clear and compelling evidence about the processes employed to manage the client relationship • The structure of the personnel / team employed to manage the client relationship both during live projects and in the period between projects • Confirmation of client, location and date of delivery (Note: It is a condition that the Coal Authority should be able to approach your clients without referring back to your organisation.) <p>This is scored question and accounts for 20% of available marks.</p> <p>Submissions must not exceed five pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested five pages</p>	<p>Examples are drawn from frameworks of a similar scale and complexity as this opportunity.</p> <p>Clear explanations of how excellent client relationships were maintained with evidence.</p> <p>Details illustrating the structure and detail of the team that managed client relationships.</p> <p>Details provided of clients and contact details.</p> <p>Client feedback matches details provided</p>
<p>Innovation and Added Value – 5%</p>	<p>Provide, by way of an attachment, examples of how innovative thinking on your part has improved delivery of client projects within a framework relationship.</p> <ul style="list-style-type: none"> • How did you approach the assessment of opportunities to incorporate innovative solutions or added value approaches to the projects? • How did you demonstrate the benefits of the projects to the client to help inform the decision making process? <p>This is scored question and accounts for 5% of available marks.</p>	<p>Technically relevant examples provided.</p> <p>Multiple examples will score more highly than an individual example.</p> <p>Responses with technical content providing significant detail to assure technical capability and assess added value.</p>

Subject	Question	High Scoring Response
	<p>Submissions must not exceed three pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested three pages</p>	<p>Responses containing evidence of how added value was quantified and agreed with the clients.</p>
<p>Healthy Supply Chain Relationships – 5%</p>	<p>By way of an attachment please demonstrate how you have previously maintained healthy supply chains with your sub-contractor/consultant(s).</p> <p>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)</p> <p>This is scored question and accounts for 5% of available marks.</p> <p>Submissions must not exceed three pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested three pages</p>	<p>Responses that provide clear details and evidence of managing healthy supply chains.</p> <p>Evidence of management systems and relationship management provided.</p> <p>Performance stats evidencing prompt payment included.</p>
<p>Working on Live Operational Sites – 10%</p>	<p>By way of an attachment please evidence your experience of working on projects on live client sites and your demonstrated ability to;</p> <ul style="list-style-type: none"> • Manage interfaces with the client and also third party operators who manage sites on behalf of the client. • Ensure that safety is managed to the highest standard • Ensure that the operation of the site is not affected (for instance no pollution incidents occur during works) 	<p>Relevant and appropriate examples provided.</p> <p>Multiple examples will score more highly than an individual example.</p> <p>Examples that provide evidence of the site operations that were maintained and supported during site works.</p>

Subject	Question	High Scoring Response
	<p>This is scored question and accounts for 10% of available marks.</p> <p>Submissions must not exceed three pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested three pages</p>	

Lot 2 Bidders

Subject	Question	High Scoring Response
Relevant Technical Experience – 50%	<p>By way of an attachment please evidence of up to five and no less than three previous projects that you have delivered which are of a similar scale and complexity to those we will require in Lot 2.</p> <p>These should have been completed in the last five years</p> <p>Within your response, please provide:</p> <ul style="list-style-type: none"> • A comparison of the actual costs and delivery timescales compared to the tendered costs and timescales (these can be expressed as % to protect commercial confidentiality). • Clear evidence of the scale and detail of works undertaken • Evidence of your experience of working with NEC contracts for these projects – particularly ECC Options C & A which will be the forms of contract used for these projects in this framework • Details of the client, location and date of delivery including contact details so that we may 	<p>Five separate and relevant examples provided.</p> <p>Examples within the last five years.</p> <p>Technically relevant examples provided which are also relevant in terms of scale / size of projects for this framework.</p> <p>Scope meets or exceeds project work specification which will be required for this framework</p> <p>Responses with technical content providing significant detail to</p>

Subject	Question	High Scoring Response
	<p>verify your response with the clients concerned (Note: It is a condition that the Coal Authority should be able to approach your clients without referring back to your organisation.)</p> <p>Please note that any submissions lacking the detail requested above will not be able to achieve a score of "Meets Requirements" and may score considerably lower dependent upon the detail provided.</p> <p>If bidding as a joint entity submissions should provide relevant examples of where the joint entity has delivered similar requirements. If this is not possible (e.g. the joint entity is newly formed or is to be created for this framework) then succinct examples should be provided between the principal member(s) of the joint entity (examples are not required from each member).</p> <p>To score most highly please provide examples that demonstrate a breadth of experience across our requirements for Lot 2 rather than repeated examples of similar projects</p> <p>This is scored question and accounts for 50% of available marks.</p> <p>Submissions must not exceed ten pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested ten pages</p>	<p>assure technical capability.</p> <p>Responses that provide details of actual costs as compared to tendered costs.</p> <p>Responses that provide details of actual delivered timescales as compared to tendered timescales.</p> <p>Details provided of clients and contact details.</p> <p>Client feedback matches details provided</p> <p>Breadth of examples and not similar projects provided</p>
<p>Confirmation of design services delivery – For Information Only</p>	<p>By way of an attachment please confirm how you will meet the requirement to provide any design services for Lot 2</p> <p>Within your response please provide detailed confirmation of how you would resource design projects, whether it would be through own direct resources or by some form of supply chain arrangement</p> <p>This is a For Information question</p>	<p>This is a for information question only.</p>

Subject	Question	High Scoring Response
<p>Submissions must not exceed two pages of A4 and any submissions in excess of this amount will only be reviewed up to the maximum requested two pages</p>		
<p>Maintaining Excellent Client Relationships – 20%</p>	<p>Please provide by way of an attachment evidence of how you manage excellent relationships with your clients and client representatives in ongoing framework relationships similar to the one that will be formed by this opportunity.</p> <p>To score most highly evidence from three recent frameworks of at least a similar scale and complexity will be required.</p> <p>Within your response, please provide:</p> <ul style="list-style-type: none"> • Clear and compelling evidence about the processes employed to manage the client relationship • The structure of the personnel / team employed to manage the client relationship both during live projects and in the period between projects • Confirmation of client, location and date of delivery (Note: It is a condition that the Coal Authority should be able to approach your clients without referring back to your organisation.) <p>This is scored question and accounts for 20% of available marks.</p> <p>Submissions must not exceed five pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested five pages</p>	<p>Evidence from three recent frameworks on which the bidder has been awarded a place.</p> <p>Examples are drawn from frameworks of a similar scale and complexity as this opportunity.</p> <p>Clear explanations of how excellent client relationships were maintained with evidence.</p> <p>Details illustrating the structure and detail of the team that managed client relationships.</p> <p>Details provided of clients and contact details.</p> <p>Client feedback matches details provided</p>
<p>Innovation, Added Value & Flexible Working – 10%</p>	<p>Provide, by way of an attachment, examples of how innovative thinking and flexible working on your part has improved delivery of client projects within a framework relationship.</p>	<p>Technically relevant examples provided.</p> <p>Multiple examples will score more highly than an individual example.</p>

Subject	Question	High Scoring Response
	<ul style="list-style-type: none"> How did you approach the assessment of opportunities to incorporate innovative solutions or added value approaches to the projects? How did you demonstrate the benefits of the projects to the client to help inform the decision making process? How has a flexible approach on your part helped to deliver benefits to the client in the past? <p>This is scored question and accounts for 10% of available marks.</p> <p>Submissions must not exceed three pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested three pages</p>	<p>Responses with technical content providing significant detail to assure technical capability and assess added value.</p> <p>Responses containing evidence of how added value was quantified and agreed with the clients.</p> <p>Response that evidence a flexible approach to client support.</p>
Healthy Supply Chain Relationships – 10%	<p>Please demonstrate by way of an attachment how you have previously maintained healthy supply chains with your sub-contractor/consultant(s).</p> <p>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)</p> <p>This is scored question and accounts for 10% of available marks.</p> <p>Submissions must not exceed three pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested three pages</p>	<p>Responses that provide clear details and evidence of managing healthy supply chains.</p> <p>Evidence of management systems and relationship management provided.</p> <p>Performance stats evidencing prompt payment included.</p>
Working on Live Operational Sites – 10%	<p>By way of an attachment please evidence your experience of working on projects on live client sites and your demonstrated ability to;</p>	<p>Relevant and appropriate examples provided.</p> <p>Multiple examples will score more highly than an individual example.</p>

Subject	Question	High Scoring Response
	<ul style="list-style-type: none"> • Manage interfaces with the client and also third party operators who manage sites on behalf of the client. • Ensure that safety is managed to the highest standard • Ensure that the operation of the site is not affected (for instance no pollution incidents occur during works) <p>This is scored question and accounts for 10% of available marks.</p> <p>Submissions must not exceed three pages of A4 and any submissions in excess of this amount will only be assessed up to the maximum requested three pages</p>	<p>Examples that provide evidence of the site operations that were maintained and supported during site works.</p>

Questions/Clarifications Process

Any questions in respect of the pre-qualification are to be sent via the portal to the Authority using the messaging facility within the system; this ensures that a complete audit trail of the process is achieved.

Please ensure that questions are referenced to the section name and question number where applicable.

In order to ensure equality of treatment of Tenderers, the Authority intends to publish all questions and clarifications raised by Tenderers and its responses (but not the source of the questions) to all Tenderers on a regular basis.

Tenderers should indicate if a query is commercially sensitive, where disclosure of such query and/or the answer would be likely to prejudice its commercial interests.

If the Authority disagrees that the query is commercially sensitive, the Tenderer will be given the opportunity either to withdraw the query or to have the answer circulated to all Tenderers.

The Authority reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its own commercial interests

Guidelines

The questionnaire should be completed by a partner/director/senior manager.

Please answer each question fully. The Authority stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately, if successful this document will form part of the contract.

The response and supporting documents must relate specifically to the organisations policy and arrangements.

Organisations currently providing services to the Authority must provide full details as requested and not just refer to the Authority projects briefly.

Assessment & Feedback

The PQQ submissions will be assessed in accordance with selection criteria.

Upon completion of shortlisting the organisations which are not successful will be informed through the issue of a letter providing debrief information on the assessment of the submission and scoring.

Acceptance Procedure

The Authority does not bind itself to invite you to tender for the project and will not be responsible for, nor pay for, any expenses or losses which may be incurred by you in the preparation of your tender.

It is intended that the procurement process will take place in accordance with the provisions of this PQQ, and the associated ITT, but the Coal Authority reserves the right to terminate, suspend, amend or vary this procurement process by notice to all potential bidders in writing.

The Coal Authority will have no liability for any losses, costs or expenses caused to bidders as a result of such termination, suspension, amendment or variation.

No organisation shall be deemed to have been included within the shortlist for tendering unless such inclusion has been notified in writing to the organisation.

Whether or not you are invited to tender for the scheme, you must treat the details of all tender documents as private and confidential.

If you require clarification, then a query through the online messaging facility should be submitted.

Declaration

We declare that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

We also declare that we have not done and we undertake that we will not do at any time before the returnable date for this tender any of the following acts:-

- (a) Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender;
- (b) Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offer, pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this declaration the word 'person' includes any persons and anybody or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Appendix A – Transparency Guidance

Transparency

Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, Government has made the following commitments with regard to procurement and contracting:

- All new central government ICT contracts over the value of £10,000 to be published in full online from July 2010.
- All new central government tender documents for contracts over £10,000 to be published on a single website from September 2010, with this information to be made available to the public free of charge.
- All new central government contracts over the value of £10,000 to be published in full from January 2011.
- New items of central government spending over £25,000 to be published online from November 2010.

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new Government contract, the resulting contract between the supplier and Government will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

The publication of information incorporates but is not limited to the following documentation/information. This will cover potential contract extensions and orders placed against a framework or term contract.

Contracts: contract, specification, terms and conditions, schedules and pricing – issued by both the tenderer and the Authority.

Tenders: invitation to tender, specification, terms and conditions, prequalification questionnaires, OJEU notices – issued by the Authority.

Spending: summary of invoice information in relation to payments made and includes invoice values – submitted by suppliers.