



Woolwich Polytechnic  
**School for Girls**



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**School for Boys**

# Pre-Qualification Questionnaire for Prospective Contractors From PolyMAT

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Woolwich Polytechnic School for Boys and Girls are operated by POLYMAT which is a charitable company limited by guarantee and registered in England and Wales, Reg no. 9078530. The registered office is at Hutchins Road, London SE28 8AT

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## Introduction

### About PolyMAT

PolyMAT became a multi academy trust on the 1 August 2014. The MAT is committed to providing an outstanding education to all children, of all ages in Thamesmead and the surrounding areas.

It is important that all schools in the MAT retain their own identity and that they actively promote this in the local community and encourage earned autonomy. The MAT will work hard to forge partnerships that mean all schools work collectively.

The Trust strongly believes that partnership, collaboration and school to school support is the key to success. We expect all schools to share the same core values and relentless focus on achievement, progress and outcomes.

### Academies included in the tender

Academy Name	Address
Woolwich Polytechnic School for Girls	1 Birchdene Drive, Thamesmead, London SE28 8RF
Woolwich Polytechnic School for Boys	Hutchins Road, Thamesmead, London, SE28 8AT

#### Woolwich Polytechnic School for Girls

Student Roll 1,200 when full. Expecting 720 in September 2021 and growing by 240 each year until full.

Year Groups 7–11

Predicted turnover when full £250,000

- A hot and cold breakfast provision between 7.30 – 8.30am
- A free snack at breaktime (10.50–11.05am) that is included in the daily meal price
- Family dining at lunchtime (no canteen service) (12.45 – 1.25pm) to comprise either a healthy delicious meat or fish option, alongside a comparable vegetarian meal. Fresh salad or vegetables to accompany the meal. A cold or warm dessert that can be placed on the dining tables in advance of service. Jugs of water also to be placed on the dining tables, in advance of service. One

student per table will collect the food and any leftovers will be returned at the end of service.

- It is paramount that the Chef understands creating tasty food that is delicious and is relevant to the needs/wants of our students.
- A quick lunch service is required where 2 year groups will eat at the same time and straight after another year group will eat. This means the catering team must be highly organised and efficient.

### Woolwich Polytechnic School for Boys

Student Roll	Currently 1,549 and expected to remain fairly constant.
Year Groups	7-13
Predicted turnover	£300,000
Breakfast service	from 7.30am
Morning Break	from 10.30am

Lunch 1 sitting commencing at 12.30pm

- A hot and cold breakfast provision between 7.30-7.15am
- Cafeteria style, healthy snacks at breaktime (10.30 – 10.50am)
- Cafeteria style lunches with one hot meat/fish main course and a vegetarian alternative. Also available pasta, jacket potatoes with various fillings and a salad bar. One dessert per day.
- Healthy drinks should be available for pupils.
- A sandwich bar open at break and lunchtime.
- Two outside sandwich pods for break and lunchtime.
- A café style provision for staff and visitors that should be manned from 7.00 – 4.00pm, Monday to Friday. Food should include paninis, sandwiches, pastries, fruit and chocolate bars.

PolyMAT is placing the school's catering contract out to competitive tender by inviting professional catering companies to bid for the contract. The contract will be awarded following due process on the 10 May 2021 for a commencement date of 1 August 2021.

The contract will be awarded to one company.

All queries regarding this process should be made to:

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Alexa Rendell  
Chief Operations Officer  
PolyMAT  
Hutchins Road  
London SE28 8AT  
[arendell@woolwichpoly.co.uk](mailto:arendell@woolwichpoly.co.uk)

## Guidance Notes

1. This questionnaire is intended to assist the MAT in our preliminary evaluation of this contract.
2. Potential providers must complete all sections in full and present the information as requested together with any documentary evidence required. Failure to do so will result in the submission being rejected.
3. Potential providers should answer all questions as accurately and concisely as possible. Where a question is not relevant to the respondent's organisation, this should be identified, with an explanation.
4. All relevant questions will be scored and these scores will determine whether you are selected to proceed to the next stage of the tender process.
5. Your submissions when returned as a package must include responses and supporting documentation for each section. Supporting information, including answers on separate attachments should be presented in the same order as questions in the Pre-Qualification Questionnaire, and should be referenced to the relevant question it relates to in the questionnaire. Please do not cross reference with your own identification, this may lead to errors during the assessment of your application.
6. Where your organisation is part of a group, questions must be answered for your organisation and not the group. Where group policies, statements etc., are specifically adopted and used by your organisation, please answer accordingly.
7. All submissions must be capable of being separated out for evaluation, i.e. must not be taped or bound.
8. Questions should be answered in English.
9. Potential providers are required to return two hard copies and one additional electronic. Information provided in all copies of your submission should be identical and reflect each other. The School shall deem all copies to be the same and shall not be held liable if this is not the case when evaluating your submission.

10. A Potential provider can submit only one tender submission either individually or as a partner of a joint venture. The School reserves the right to disqualify any potential providers that submit more than one completed tender.
11. Applicants are advised that they are solely responsible for bearing their costs and expenses incurred in connection with the preparation of responses and submission of the completed PQQ and all future stages of the selection and evaluation process. Under no circumstances will PolyMAT or any of its associates be liable for any costs or expenses borne by an Applicant in this procurement process.

## A Company Information

<b>A1. Full name of Company</b>	
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<b>A2. Legal Status (e.g. public limited company, limited company, sole trader, partnership, sole trader or other – please specify)</b>	
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<b>A3. Address of registered or principal office (including post code).</b>	
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<b>A4. Name, address, telephone/fax number/e-mail address and position in your Company of the principal contact to which future correspondence is to be sent in connection with this questionnaire.</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Mobile number</b>	
<b>E-mail address</b>	
<b>Position in Company</b>	

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<b>A5. Registration number and date of registration under the Companies Act 1985 or other equivalent register.</b>	
<b>Registered VAT number</b>	

<b>A6. Place of incorporation, registered office and principal place of business where applicable.</b>	
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<b>A7. If your Company is a member of a group of companies, please provide the name and address of the holding Company, ultimate holding Company and other subsidiaries (please use more boxes if appropriate to do so).</b>
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<b>HOLDING COMPANY</b>	
<b>Name</b>	
<b>Address</b>	
<b>ULTIMATE HOLDING COMPANY</b>	
<b>Name</b>	
<b>Address</b>	
<b>SUBSIDIARIES</b>	
<b>1.</b>	
<b>Name</b>	
<b>Address</b>	
<b>2.</b>	
<b>Name</b>	
<b>Address</b>	

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<b>A8. Indicate the main areas of activity of your Company and the percentage of your Company's turnover which each area represents (please use more boxes if appropriate to do so).</b>	
<b>AREA OF ACTIVITY</b>	<b>% OF TURNOVER</b>

<b>A9. Has your Company been involved as either claimant or defendant in litigation in the last 5 years other than routine debt collection?</b>	<b>YES [tick below]</b>	<b>NO [tick below]</b>
If YES to A9 above, please provide details of each case and the outcome, where appropriate.		

<b>A10. Please provide a diagram of your company organisation structure</b>

<b>A11. Please provide a list of all key personnel along with their qualifications and membership of relevant trade associations and professional bodies, who would be involved with the management of this contract.</b>	
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## B Insurance Details

Please provide details and evidence of your Company's Insurance cover				
<b>Insurance Cover</b>	<b>Sums insured or limits of indemnity</b>	<b>Name of Insurer</b>	<b>Policy Number</b>	<b>Expiry Date</b>
Employer's Liability				
Public Liability				
Public Liability – please provide a copy	Provided: Yes/No			



Professional Indemnity Cover				
Have you ever been declined insurance cover? Please provide details:				

## C Financial Standing

The School will use the following information to carry out an appraisal of the potential Provider's financial position and therefore determine the level of risk that it would represent to the School.

**C1.** Provide one copy of the last three audited annual reports and accounts including:

- (a) Balance Sheet
- (b) Profit and Loss Account

### C.1.1

If you are unable to comply with C1, you can provide a copy(s) of your latest financial statement(s) as submitted to HMRC or any other accurate financial record(s) / statement(s) signed by your Accountant, Director or Board of Trustees. (Preferably within the last 3 years)

C2.			
Year	1	2	3
Turnover			
Net Profit/(Loss)			
Creditors – How much money did you owe at the end of the last financial year?			

Debtors – How much money was owed to you at the end of the last financial year?			
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C3. Please provide details of your Bankers	
Name	
Account Name	
Branch Address	
Number of Years Account has been open	
May bankers be approached for a reference? YES/NO	
Email details	

## D Quality Standards

D1. Does your organization comply with the requirements for School Food regulations?	YES	NO
If Yes, please provide a full copy of evidence.		

D2. Under the School Food Standards guidance, does your organization comply with good procurement and government purchasing standards?	YES	NO
If Yes, please provide a full copy of evidence.		

	YES	NO
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<b>D3. Are your staff all fully trained in food hygiene and other relevant areas?</b>		
<b>If Yes, please provide a full list of training with evidence.</b>		

<b>D4. Is your Organisation Quality Managed and Certificated to a National or International Standard?</b>	<b>YES</b>	<b>NO</b>
<b>If Yes, please provide a full copy of your Certificate.</b>		
<b>a) The certificate must be duly accredited (UKAS accredited for UK registered companies) Certification Body, clearly indicated on your Certificate?</b>		
<b>b) Have the Certification number(s) clearly identified on your Certificate?</b>		
<b>c) State the Scope/Index of areas covered and identified clearly on your Certificate?</b>		

<b>D5. Is your Organisation Environmentally Managed and Certificated to a national or international Standard?</b>	<b>YES</b>	<b>NO</b>
<b>If Yes, please provide a full copy of your Certificate.</b>		
<b>a) The certificate must be duly accredited (UKAS accredited for UK registered companies) Certification Body, clearly indicated on your Certificate?</b>		

<b>b) Have the Certification number(s) clearly identified on your Certificate?</b>		
<b>c) State the Scope/Index of areas covered and identified clearly on your Certificate?</b>		

<b>D6. Please provide details of any practical measures your organisation has taken in the last three years to improve your activities negative impacts on the environment, reduce pollution, reduce consumption of fuel and safeguard other natural resources.</b>
<b>Please indicate the named person who takes sole responsibility?</b>
<b>Is it evaluated, monitored, and updated where necessary?</b>
<b>How often?</b>

## E Professional Standing

The Trust would like to know if any of the following are applicable to your organisation, or to any of the directors/partners. If the answer to any of these questions is yes, please provide additional information.

	Yes	No
Been convicted of a criminal offence related to a business or professional conduct?		
Failed to fulfil legal obligations to pay taxes?		
Had any contracts terminated early due to poor performance or breach of contract in the last five years?		
Had any damages claimed against you in the last five years?		
Committed the act of gross misconduct during the course of business?		

Failed to fulfil legal obligations to pay taxes?		
Failed to fulfil legal obligations in the payment of social security contributions?		
Been involved in insolvency, bankruptcy or compulsory winding up over the last five years?		

## F Equality and Diversity Status

The Trust would like to know your company's record on equality and diversity. Please answer each of the following questions and provide supporting documentation where necessary.

Do all members of your staff receive training or induction on equal opportunities?	
Do you have an equal opportunities policy? If yes please provide a copy	
Have there been any findings of unlawful discrimination, in any field, against you in the last five years?	
Is your policy as an employer to comply with your statutory obligations in regards to equality and diversity? Please provide evidence.	

## G Pension Provision

It is a requirement of the Trust to protect the rights of employees that are already in a local government pension scheme.

Are you able to obtain Admitted Body Status (ABS) to a local government pension scheme?	
Do you have ABS for Royal Greenwich?	
Please state which Local Authorities you have already obtained ABS?	

## H Health & Safety

H	Yes	No
Do you have a Health & Safety Policy that is compliant with current legislation?		
Are you or have you been in the last five years, involved in any civil or industrial tribunal relating to Health & Safety?		
Do you have a Health & Safety advisor who is aware of current legislation? If Yes, please provide name and email address		

## H References

H1. Do you currently provide a catering service within the education sector?	YES	NO
If Yes, please provide 2 references that we can contact.		

## I Indicative Timetable

Procurement Stage	Date
PQQ Issued	10 February 2021
Deadline for submitting hard and soft copies of PQQ returns	9 March 2021
Maximum of 5 contractors to be interviewed	w/c 15 March 2021
ITT will be electronically sent to the selected contractors	18 March 2021
Deadline for potential provider's questions and site visits to have taken place by	7 April 2021

Return of Tender documentation to A Rendell. 2 hard copies to be submitted and 1 working copy by email to: <a href="mailto:arendell@woolwichpoly.co.uk">arendell@woolwichpoly.co.uk</a>	12 Noon 28 April 2021
Conclusion of tender evaluation	7 May 2021
Contract awarded and unsuccessful bidders notified	10 May 2021
TUPE and mobilization of the contract	10 May 2021 to 31 July 2021
Contract Commencement Date	1 August 2021

Set out above is the proposed procurement timetable, these dates are indicative and are subject to change.