



Invitation to Tender Document

Tender Qualification Questionnaire

Extension & Refurbishment of  
Sports Pavilion

Greenfield Sports Field  
Straight Drove  
Sawtry

for Sawtry Parish Council

11 August 2023  
8219/NC/SAM

Sawtry Parish Council are looking for a potential provider for the extension and refurbishment of a Sports Pavilion. The submission of this document forms part of the Authority's Invitation to Tender and is **mandatory** for all providers competing for the Tender.

No information contained in this Tender Qualification Questionnaire (TQQ) or in any communication made between Sawtry Parish Council ("the Authority") or its Agents and any Potential Provider in connection with this TQQ shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this TQQ. The Authority reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the Authority incur any liability in respect of this TQQ or any supporting documentation.

Direct or indirect canvassing of any public sector employee or agent by any Potential Provider concerning this requirement, or any attempt to procure information from any public sector employee or agent concerning this TQQ may result in the disqualification of the Tenderer from consideration for this requirement.

## 1. Purpose of this TQQ

This TQQ sets out the information which is required by the Authority in order to assess the suitability of Tenderers in terms of technical knowledge and experience, capability and capacity, organisational and financial standing to meet the requirements of the project.

The TQQ will be used to rate each individual Provider based on the information provided.

### 1.1 Outline Timetable

Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Authority does not intend to depart from the timetable it reserves the right to do so at any stage.

Date	Activity
14 August 2023	Issue of Tender Invitation and TQQ
4 September 2023	Deadline for clarifications
18 September 2023 by 12 Noon	Tender and TQQ Return Date
W/C 18 September 2023	Evaluation of TQQ and Tenders completed
W/C 2 October 2023	Provider pre contract interviews
TBC	Contract Award
TBC	Start on site

## **1.2 Additional information**

Recipients are invited to complete the attached TQQ and to submit it, together with any requested supporting information.

All requests for clarification or further information in respect of this TQQ should be addressed to the named "Contact Officers" detailed in section 1.6 below. No approach of any kind in connection with this TQQ should be made to any other person within, associated with, or representing the Authority.

This TQQ is being provided on the same basis to all Providers.

The Authority expressly reserves the right to require a Tenderer to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this TQQ.

The Authority will not reimburse any costs incurred by providers in connection with preparation of their responses to this TQQ.

## **1.3 Freedom of information**

The Authority is committed to open government and to meeting their legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The Authority may also decide to include certain information in the publication scheme, which the Authority maintains under the Act.

## **1.4 Instructions for completion**

Providers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Provider's organisation, this should be indicated, with an explanation. Where insufficient space exists within the document the Provider should provide additional information as an attachment clearly stating company name, TQQ Part and Question number.

Questions should be answered in English.

The information supplied will be checked for completeness and compliance before responses are evaluated.

Responses will be evaluated in accordance with the procedures set out. In the event that none of the responses are deemed satisfactory, the Authority reserves the right to terminate the procurement.

Failure to furnish the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that a Provider is excluded from the tender process.

## 1.5 Submission of Completed TQQ

**A copy of the** completed Tender Qualification Questionnaire and supporting information should be sent via email to the Clerk of Sawtry Parish Council Steve Browning along with the **Contract Sum Analysis** and the **form of tender**.

## 1.6 Queries about the procurement

Any questions concerning the Tender Qualification Questionnaire should be submitted in writing by email or letter for the attention of the Contact Officers as detailed below.

If the Authority considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all Providers on the Tender List.

All responses received and any communication from Providers will be treated in confidence.

The Council's **Contact Officers** for this Tender Qualification Questionnaire are:

### Commercial and Financial Information

Steve Browning  
Sawtry Parish Council  
37 Green End Road  
Sawtry  
Huntingdon  
PE28 5UY

**Email :** [clerk@sawtry-pc.gov.uk](mailto:clerk@sawtry-pc.gov.uk)

Tel : 01487 831771

### Project and Technical Information

Samantha Griffiths or Nick Cooper  
HSSP Architects Ltd  
Pera Business Park  
Nottingham Road  
Melton Mowbray  
Leicestershire  
LE13 0PB

**Email :** [s.griffiths@hssparchitects.co.uk](mailto:s.griffiths@hssparchitects.co.uk)

Tel : 01664 563288

## 1.7 Provider contact point

Providers are asked to include a **single point of contact** in their organisation for their response to the TQQ. The Authority will not be responsible for contacting the Provider through any route other than the nominated contact. The Provider must therefore undertake to notify any changes relating to the contact promptly.

## 1.8 Provider selection

The Provider selection process for this Tender requirement is being undertaken concurrently with the formal Invitation to Tender. Consequently the evaluation of the TQQ will be used to determine that all bidders meet or exceed the Authority's minimum requirements.

The Authority may disqualify any Providers who fail to:

- (i) comply with the requirements of Regulation 23 and/or fails to certify at Part G that it has fulfilled these requirements
- (ii) provide a satisfactory response to any questions in the TQQ or inadequately or incorrectly completes any question
- (iii) submit its completed TQQ after the deadline

The Providers who comply with the above grounds shall be evaluated on the qualification criteria listed in the TQQ which takes into account the economic and financial standing and the technical or professional ability of the Provider and will be in accordance with Regulations 23-25 of the Public Contracts Regulations 2006 (as amended 2009).

**1. Full name, address and website of the provider:**

Company Name	
Address	
Town/City	
Postcode	
Country	
Website	

**2. Name, position, telephone number and email address of the main contact for the project**

Name	
Position	
Landline Number	
Mobile Number	
E-mail	

**3. Registration with professional body**

Is the Provider registered with a trade or professional body applicable to the nature of the works involved in the scheme?

Evidence of registration with appropriate professional/trade body Either insert required details or state 'None'

**4. If details are available, please list any other identified members of your sub-contractor team**

Organisation name	Organisation address and contact details	Responsibility / Role and percentage of overall project they will be responsible for	Length of time as a sub-contractor to the prime contractor.

**5. Does the Provider and/or any of its named sub-contractors have any potential conflicts of interest that may arise if selected to deliver this project (as outlined in paragraph 1.2)?**

Potential conflicts of interest	YES / NO (please delete)



**6. Name and address of principal banker together with banker's reference**

Bank Name	
Address	
Town/City	
Postcode	

Banker's reference enclosed (please tick)	
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**7. Accounts information — please provide a copy of the full report and audited accounts for the last 2 financial years. If the accounts you are submitting are for a year ended more than 10 months ago please also enclose the latest set of management accounts**

	Please tick or state 'N/A'
Profit and Loss Accounts	
Balance Sheet	
Full accompanying notes	
Director's/Managing Partner's Report (if available)	
Auditor's Report	

**8. Please supply the following information for the last 3 financial years:**

	Amount (£K) 2020 / 2021	Amount (£K) 2021 / 2022	Amount (£K) 2022 / 2023
Overall turnover for last 3 years			
Operating Profit			
Current Assets			
Current Liabilities			
Net Assets			
Numbers of Staff working in relevant services			

If the information you are submitting is for a financial year-end more than 10 months ago, please submit the latest available information or a statement signed by the Finance Director detailing any major changes in the current financial position since the date of the latest information provided.

Providers not having 2 years of audited accounts should provide whatever audited accounts they may have. Newly formed Providers should provide a statement of the Provider's turnover, profit and loss account and cash flow for the most recent year of trading and / or a statement of the Provider's cash flow forecast for the current year and a letter from the Provider's bank outlining the current cash and credit position.

**9. Please provide a statement of any material pending or threatened litigation or other legal proceedings where not otherwise reported where the claim is of a value in excess of £20,000.**

Disclosure of legal proceedings (300 words or fewer)

Either insert required details or state 'None'

Please answer the following questions regarding contracts. **If the answer to any of the questions is 'Yes', please provide a full explanatory statement below.**

**10. Has the Provider or any of its named sub-contractors ever suffered deductions for liquidated and/or ascertained damages in respect of any contract within the last two years?**

	Please delete
Deductions for liquidated and/or ascertained damages	YES / NO
If yes, please answer the following two questions:	
Did the deduction exceed £50,000?	YES / NO
Was the deduction greater than 10% of the whole life value of the contract?	YES / NO

**11. Has the Provider or any of its named sub-contractors ever had a contract terminated or its employment determined under the terms of the contract in the last three years?**

Contract terminated / employment determined	YES / NO (please delete)
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**12. Has the Provider or any of its named sub-contractors ever failed to receive a contract renewal on the basis of unsatisfactory performance in the last three years?**

Failed to receive contract renewal	YES / NO (please delete)
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**13. Is there any material pending or threatened litigation or other legal proceedings connected with similar projects against the Provider and/or any of its named sub-contractors that may affect delivery of this project?**

Legal proceedings pending	YES / NO (please delete)
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**14. If you have answered 'Yes' to any of questions 10 to 13 please give an explanatory statement:**

Brief statement (300 words or fewer) Either insert required details or state 'None'

**15. Please provide details of the number of staff currently involved directly in the provision of similar requirements to those outlined:**

Permanent staff numbers	Temporary or third party staff numbers	Total staff turnover as a percentage of staff employed over the past 3 years (where significant changes have occurred in respect of key management or specialist staff this should be identified)

**16. Please provide details of previous projects similar to the requirements of this project that the Provider has delivered in the past 3 years. Please include dates or period on which the requirements were provided, the contract values and the details of the recipient of the requirements.**

**Provision of similar services (300 words or fewer)**

Either insert required details or state 'None'

- ☐ Dates or period on which the requirements were provided.
- ☐ The Contract values.
- ☐ The details of the recipient of the requirements.

**17. Please provide details of three recent contracts that the Provider (but not any envisaged sub-contractor) has been awarded by the public sector including but not limited to, central government departments, agencies or local authorities for the provision of requirements similar to those outlined. The Authority reserves the right to contact any or all of these organisations for a reference and may wish to visit their premises. Providers should ensure that organisations listed would be willing to provide a reference for them and be willing to discuss the Provider's performance with the Authority.**

Customer name and address	Contact name, telephone number and email address	Date contract awarded plus, start and finish dates	Contract reference and brief description of requirements undertaken (and value of contract)	Names of sub contractors and/or consortium members and their role
1.				
2.				
3.				

**18. Please state the number of individual contracts (excluding term maintenance contracts) undertaken by the Provider in the last 3 years in the public or private sector in the following categories:**

	Contract Value 100k-250k	Contract Value 251-350k	Contract Value 351-450k	Contract Value 451-600k
Refurbishments and alterations				
New build Community type projects				

**19. Please provide details of any Quality Assurance systems operated by the Provider, both internally and externally**

QA Systems (300 words or fewer)

**20. Please provide details of the Health and Safety Management System operated by the Provider**

Health & Safety Management System information enclosed	(please tick)
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**21. Within the last 5 years, has the Provider been subject to any prosecutions, infringement notices or other actions by the Health and Safety Executive or Environment Agency in respect of any breach or suspected breach by the Provider of health and safety or environmental or equivalent legislation? If 'yes', please include full details here of the nature of the notice or action (etc.) and of any remedial steps subsequently taken by the Potential Provider.**

Health and Safety Breaches Either insert required details or state 'None'

**22. Equal Opportunities**

Does the Provider have an equal opportunities and/or race relations policy? If 'yes', please enclose a copy	YES / NO (please delete)
Does the Provider and/or its named sub-contractors require its staff to receive training on equal opportunities?	YES / NO (please delete)
Is it the policy of the Provider and/or its named sub-contractors as employers to comply with their statutory obligations under the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Disability Discrimination Act 1995 and the Equality Act 2006?	YES / NO (please delete)
In the last 3 years has any finding of unlawful discrimination in the employment field been made against the Provider and/or its named sub-contractors by the employment tribunal, the employment appeal tribunal, or any court or in comparable proceedings in any other jurisdiction?	YES / NO (please delete)
If the answer to the previous question is yes, what steps have been taken by the Provider and/or its named sub-contractors as a result of that finding?	

**23. Do you operate a documented environmental management system?**

If you do which of the following statements best describes it? (Please tick box)	
A) It has effective management processes and procedures to manage the significant environmental impacts of our business.	
B) It defines the significant environmental impacts of our business but only has plans for the introduction of effective management processes and procedures.	
C) It only identifies the environmental impacts of our business.	
D) None of the above.	

**24. STATEMENT RELATING TO GOOD STANDING — GROUNDS FOR OBLIGATORY EXCLUSION (IN ELIGIBILITY) AND CRITERIA FOR REJECTION OF CANDIDATES in accordance with Regulation 23 of the Public Contracts Regulations 2006 (as amended)**

**PROJECT:** Extension and refurbishment of Sports Pavilion – Greenfield Sports Field, Straight Drove, Sawtry

We confirm that, to the best of our knowledge, the Tenderer is not in breach of the provisions of Regulation 23 of the Public Contracts Regulations 2006 (as amended) and in particular that:

**Grounds for mandatory rejection (ineligibility)**

The Provider (or its directors or any other person who has powers of representation, decision or control of the named organisation) has not been convicted of any of the following offences:

- (a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);
- (b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);
- (c) the offence of bribery;
- (d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:
  - (i) the offence of cheating the Revenue;
  - (ii) the offence of conspiracy to defraud;
  - (iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;
  - (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985;
  - (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;
  - (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or
  - (vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;
- (e) money laundering within the meaning of the Money Laundering Regulations 2003; or
- (f) any other offence within the meaning of Article 45(1) of the Public Sector Directive.

(g)	Organisation's name	
.	Signed	
	Position	
	Date	



25. The Tenderer (or its directors or any other person who has powers of representation, decision or control of the named organisation) confirms that it:

- (a) being an individual is not bankrupt or has not had a receiving order or administration order or bankruptcy restrictions order made against him or has not made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or does not appear unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other state;
- (b) being a partnership constituted under Scots law has not granted a trust deed or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of its estate;
- (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has not passed a resolution or is not the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, nor had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is not the subject of similar procedures under the law of any other state;
- (d) has not been convicted of a criminal offence relating to the conduct of his business or profession;
- (e) has not committed an act of grave misconduct in the course of his business or profession;
- (f) has fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the organisation is established;
- (g) has fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;
- (h) is not guilty of serious misrepresentation in providing any information required of him under this regulation;
- (i) in relation to procedures for the award of a public services contract, is licensed in the relevant State in which he is established or is a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member.

Organisation's name	
Signed	
Position	
Date	



**Please ensure that the following attachments are included within your response:**

Document	Applicable Question	Included
Banker's Reference	6	Y / N
Accounts Information	7	Y / N
Health & Safety Systems	20	Y / N
Equal Opportunities	22	Y / N
Part F – Statement Relating to Good Standing	24	Y / N
Part G - Grounds for Discretionary Rejection	25	Y / N
Other Supporting Information if 'yes', please list	Any	Y / N

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