**LocatED**

**LC0210 Morley College Chelsea Centre**

**Pre-Qualification Questionnaire**

#### **Table 1: Company Information**

| **Question** | **Nature of information** | **Description of response expected, which will be taken into account in assessment** | **Response** |
| --- | --- | --- | --- |
| *Please select the one organisation description that most closely matches your organisation and provide information accordingly* | | | |
| **1.1** | Name of legal entity or sole-trader | Unique name of legal entity or name of individual |  |
| **1.2** | Registered office address | Address line 1  (property name/number) |  |
| Address line 2 |  |
| Address line 3 |  |
| Town |  |
| County |  |
| Postcode |  |
| Website address | website (if applicable) |  |
| **1.3** | Contact details for enquiries | Title (Mr, Mrs, Ms, etc.) |  |
| Forename |  |
| Family name |  |
| Job title |  |
| e-mail |  |
| Telephone number |  |
| Fax number |  |
| Address line 1  (property name/number) |  |
| Address line 2 |  |
| Address line 3 |  |
| Town |  |
| County |  |
| Postcode |  |
| **1.4** | Registration number, if registered with Companies House or equivalent | Registration number with Companies House |  |
| Registration number with equivalent body |  |
| **1.5** | Charity registration number |  |  |
| **1.6** | VAT registration number | - |  |
| **1.7** | Name of immediate parent company | - |  |
| **1.8** | Name of ultimate parent company | - |  |
| **1.9** | Type of organisation | e.g. PLC; limited company; LLP; other partnership; sole trader; other (please specify) |  |
| **1.10** | Size of business | Are you a micro, a small, or a medium sized enterprise?  See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\_en |  |

#### **Table 2: Company Experience and Management**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please answer all queries as below.** *Where questions relate to project experience, examples are to be provided as part of the responses to ITT Evaluation Questions.* | | **Please indicate your answer by marking “X” in the relevant Box** | |
| **Yes** | **No** |
| **2.1** | Does your organisation have experience working on Design & Build projects with a value in excess of £2million? |  |  |
| **2.2** | Does your organisation have experience working on similar Department for Education Further Education projects? |  |  |
| **2.3** | Does your organisation have experience working on similar education or refurbishment projects with medium-heavy MEP works? |  |  |
| **2.4** | Does your organisation have experience managing and submitting planning applications and engaging with local authorities? |  |  |
| **2.5** | Does your organisation have experience undertaking refurbishment and MEP works (design, planning and construction)? |  |  |
| **2.6** | Does your organisation have experience undertaking complex stakeholder management during design and construction? |  |  |
| **2.7** | Does your organisation have experience and a demonstrated successful history of managing Health, Safety and Welfare in existing and operational buildings? |  |  |
| **2.8** | Does your organisation have a demonstrated capability for managing client expectations and meeting deadlines set by strict construction periods? |  |  |
| **2.9** | Does your organisation have a demonstrated experience in existing buildings that remain live and operational during the construction and require sectional completions? |  |  |
| **2.10** | Does your organisation have experience undertaking refurbishment of listed buildings and heritage assets? |  |  |
| **2.11** | You may be excluded if you do not hold ISO 9001 (Quality Management) certification. Does your organisation hold ISO 9001 (Quality Management) certification? |  |  |
| **2.12** | You may be excluded if you do not hold ISO 14000 (Environmental Management) certification. Does your organisation hold ISO 14000 (Environmental Management) certification? |  |  |
| **2.13** | You may be excluded if you do not hold ISO 45001 (Health & Safety Management Systems) certification. Does your organisation hold ISO 45001 (Health & Safety Management Systems) certification? |  |  |

#### **Table 3: Financial Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of information expected, which will be taken into account in assessment** | | | | **Tick as applicable. Write N/A where not.** | **Supplier's unique reference to relevant supporting information** |
| *Please select the one organisation description that most closely matches your organisation and provide information accordingly* | | | | | |
| **3.1** | **Insurance statement and certificates** | **Please enter the requested information in the response column** | | **Response** | |
| **Employers' liability insurance**  (min £10mil required) | Policy No. |  | |
| Limit of indemnity |  | |
| Excess |  | |
| Limit for a single event |  | |
| Expiry Date |  | |
| **Public liability insurance**  (min £10mil required) | Policy No. |  | |
| Limit of indemnity |  | |
| Excess |  | |
| Limit for a single event |  | |
| Expiry date |  | |
| **Professional Indemnity insurance** (*where consultancy**input* *involved)*  (min £5mil required) | Policy No. |  | |
| Limit of indemnity |  | |
| Excess |  | |
| Expiry date |  | |
| **Product liability insurance** (*where product is to be supplied)* | Policy No. |  | |
| Limit of indemnity |  | |
| Excess |  | |
| Expiry Date |  | |
| **Annual Turnover** | | | | **Please indicate your answer by marking “X” in the relevant Box** | |
| **Yes** | **No** |
| **3.2** | You may be excluded from the procurement process if your organisation does not have sufficient evidence of financial stability in order to perform this Contract. Does your organisation have an annual turnover of two times the construction value of this project? | | |  |  |

##### **Grounds for mandatory exclusion**

**ITT Evaluation:** As part of the ITT evaluations, tenders are to be scored on a 60%/40% split (Qualitative vs. Quantitative). Should any tenders be found to be scored less than 40% for quality submissions, they will be excluded from further evaluations. The Contractor is therefore required to ensure they fulfil all the outlined evaluation criteria contained within the ITT information and submit detailed information to support their bids.

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate, e.g. only minor amounts involved).

If you have answered “yes” to the non-payment of taxes or social security contributions and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

#### **Table 4: Offences**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Core question** | **Information required** | **Please indicate your answer by marking “X” in the relevant Box.** | | **Supplier’s unique reference to relevant supporting information.** |
| **YES** | **NO** |
| **4.1** | Has your company or any of its Directors and/ or Executive Officers been the subject of  criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them? | If yes, details of any such action.  Responses will be taken into account in assessing the outcome of this prequalification application where the circumstances of the judgement are pertinent to anticipated future projects or services. They will not necessarily constitute a reason for rejection |  |  |  |
| **4.2** | If your company or any of its Directors and/ or Executive Officers are the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, have all claims been properly notified in accordance with relevant Insurance policy requirements and been accepted by the insurers? | If yes, details of any such action, insurance notification requirements where relevant, and confirmation, with references, of relevant insurance notification and insurer acceptance.  Responses will be taken into account as part of the assessment process. |  |  |  |
| **4.3** | Has your company or any of its Directors and/ or Executive Officers been in receipt of enforcement/remedial orders that are still unresolved (such as those in relation to Environment Agency or Office of Rail Regulation enforcement), in the last three years? | If yes, details including the status of the required action. Responses will be taken into account as part of the assessment process |  |  |  |

#### **Table 5: Health & Safety**

These questions are pass/ fail, based on supporting documentation scored by DfE and their consultants. Failure on any point within this section will mean that the tender will be dismissed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Core question** | **Information required** | **Please indicate your answer by marking “X” in the relevant Box** | | **Supplier’s unique reference to relevant supporting information.** |
| **Yes** | **No** |
| **5.1** | Are you able to show that you have a general policy and an organisation which is responsible for ensuring effective health and safety (H&S) management? | Bidders are expected to provide their overall organisational H&S policy at ITT, along with their specific methodology for ensuring the Health, Safety and Welfare of all involved in the HATO scheme. |  |  |  |
| **5.2** | Do you have ready access to competent H&S advice/ assistance? |  |  |  |
| **5.3** | Do you have a process for providing your employees/ other workforce with training and other information appropriate to the activities that your organisation is likely to undertake? |  |  |  |
| **5.4** | Do you check, review and, where necessary, improve your H&S performance? |  |  |  |
| **5.5** | Do you routinely record and review accidents/ incidents and undertake follow-up action? |  |  |  |
| **5.6** | Do you have arrangements for ensuring that your suppliers also apply H&S measures that are appropriate to the activities that your organisation is likely to undertake? |  |  |  |
| **5.7**  **Principal contractor** | Do you implement arrangements to meet the ‘Principal Contractor’ duties under the Construction (Design and Management) Regulations 2015? |  |  |  |

#### **Table 6: Ground for Mandatory Exclusion**

The authority may exclude any Supplier who answers ‘Yes’ in any of the following situations

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | | **Please indicate your answer by marking “X” in the relevant Box** | |
| **Grounds for Mandatory Exclusion** | | **Yes** | **No** |
| **6.1** | In respect of Regulations 57(1 and 2) of the Public Contracts Regulations 2015 the detailed grounds for mandatory exclusion of an organisation are set out on the *webpage –* which should be referred to before completing these questions.  <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>  Within the past five years, anywhere in the world, have you, your organisation or any person who has powers of representation, decision or control in the organisation been convicted of any of the offences within the summary below, and listed on the above referenced webpage?   1. Participation in a criminal organization; 2. Corruption; 3. Fraud; 4. Terrorist offences or offences linked to terrorist activities; 5. Money laundering or terrorist financing; 6. Child labour and other forms of trafficking human beings; 7. Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland; 8. Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. |  |  |
| **6.2** | If you have answered yes to 6.1 provide further details for each, including:   * Date of conviction and the jurisdiction; * Which of the grounds listed the conviction was for; * The reasons for conviction; * The identity of who has been convicted.   If the relevant documentation is available electronically, provide:   * The web address; * Issuing authority; * Precise reference of the documents. | Response to be provided as Appendices or otherwise this box marked as N/A. | |
| **6.3** | If you have answered Yes to any of the questions 6.1 and 6.2 explain, for each such question, what measures have been taken to demonstrate the reliability of the organisation despite the existence of relevant grounds for exclusion (self-cleaning - see Regulation 57 (13 to 17) of the Public Contracts Regulations 2015). | Response to be provided as Appendices or otherwise this box marked as N/A. | |

#### **Table 7: Non-Payment of Taxes**

*We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the non-payment of taxes or social security contributions.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Non-payment of tax and social security contributions (mandatory and discretionary exclusion**  In respect of Regulation 57(3) and (4) of the Public Contracts Regulations 2015, the detailed grounds for mandatory and discretionary exclusion of an organisation are set out on the webpage, which should be referred to before completing these questions.  <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> | | **Please indicate your answer by marking “X” in the relevant Box** | |
| **Yes** | **No** |
| **7.1** | Has your organisation met all its obligations relating to the payment of taxes or social security contributions, both in the UK and in the country in which the organisation is established (if outside the UK)?  If you responded “No”, was this through a judicial or administrative decision having final and binding effect? – Appendices to be provided as necessary. |  |  |
| **7.2** | Have any tax returns submitted on or after 1 October 2012 been found to be incorrect as a result of:   * HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; * A tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle; or * A failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS), VADR (Schedule 11A to the Value Added Tax Act 1994 (as amended by Schedule 1 to the Finance (no. 2) Act 2005) or any equivalent or similar regime in a jurisdiction in which the supplier is established. |  |  |

|  |  |  |
| --- | --- | --- |
| **7.3** | If you have answered No to **7.1 - 7.3** and/ or Yes to any of questions in **Table 6**, provide further details for each instance, including:   * Whether you believe there to be any overriding reasons for non-payment; * The country or state concerned; * The amount concerned; * Details of the means for a No response to question * The date of the conviction or decision (if applicable); * In case of a conviction, insofar as established directly therein, the length of the period of exclusion; * Whether you have paid, or have entered into a binding arrangement with a view to paying, “the taxes or social security contributions due” including where applicable any interest accrued and/ or fines; and   If the relevant documentation is available electronically indicate the web address, issuing authority or body and precise reference of the document. | Response to be provided as Appendices or otherwise this box marked as N/A. |

#### **Table 8: Grounds for discretionary exclusion**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ground for Discretionary Exclusion.** | | **Please indicate your answer by marking “X” in the relevant Box** | |
| **Yes** | **No** |
| **8.1** | Regulation 57 (8) of the Public Contracts Regulations 2015  The detailed grounds for discretionary exclusion of an organisation are set out on the webpage below and which should be referred to before completing these questions:  <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>  Within the past three years, anywhere in the world, have any of the situations identified below applied, to you or your organisation:   * Breach of obligations in the field of environment, social and/or labour law; * Bankruptcy, insolvency; * Guilty of grave professional misconduct; * Distortion of competition; * Aware of any conflict of interest; * Been involved in the preparation of the procurement procedure; * Performance deficiencies on a previous contract leading to early termination, damages or other sanctions; * Misrepresentation and undue influence; * Do any of the following statements apply to your organisation?; * 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; * The organisation has withheld such information; * The organisation is not able to submit supporting documents required under Regulation 59 of the Public Contracts Regulations 2015; * 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; * The organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |
| **8.2** | If you have answered Yes to any of questions **8.1,** provide:   * Details of the circumstances; * Explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self-cleaning - see Regulation 57 (13 to 17) of the Public Contracts Regulations 2015); * If relevant documentation is available electronically, indicate the web address, issuing authority or body and precise reference of the document. | Response to be provided as Appendices or otherwise this box marked as N/A. | |