|  |  |
| --- | --- |
| **PQQ RESPONSE FROM**      *Please enter your organisation’s name* |  |
| **PQQ SUBMISSION DATE** *Please enter the date that you have sent this document back to CHS* |  |

**Notes for Suppliers**

* The purpose of this questionnaire is to assist The Cambridge Housing Society Limited and its subsidiaries (CHS) in shortlisting bidders to invite to tender for Managed Print Services.
* Guidance is given below each question or section heading as appropriate.
* Bidders are solely responsible for all of their own costs in connection with preparing and submitting this PQQ to CHS.
* CHS reserves the right to cancel, modify or postpone this PQQ process and does not guarantee that a procurement exercise will take place after the PQQ process.
* This simplified PQQ form is specifically being used to allow the entry of SMEs into CHS’s supply base.
* Please answer every question.
* Many procurement exercises generate a great deal of interest from potential suppliers, so please ensure that you complete the questionnaire as requested. Failure to do so may result in your application being disqualified.
* If the question does not apply to you please write N/A. If you do not know the answer please write N/K.

Please return this form ***not later than 12:00 on 4th April 2024*** to:

**Tenders@chsgroup.org.uk**

*We will contact you again by* ***18th April 2024*** *to let you know whether you have been successful. If so, you will then be invited to tender for the contract.*

***Please address any queries to Ken Lowe at the email address above.***

1. **BASIC DETAILS OF YOUR ORGANISATION**

|  |  |
| --- | --- |
| **Question** | **Response** |
| 1.1 Name of the organisation:  |  |
| 1.2 Contact name:  |  |
| 1.3 Job title:  |  |
| 1.4 Company address:  |  |
| 1.5 Post code:  |  |
| 1.6 Telephone number:  |  |
| 1.7 Fax number:  |  |
| 1.8 E-mail address:  |  |
| 1.9 Website address:  |  |
| 1.10 Company Registration Number (if this applies): |  |
| 1.11 Charities or Housing Association or other Registration number (if this applies):  |  |
| *If 1.11 above applies, please specify registering body* |  |
| 1.11.1 Date of registration:  |  |
| 1.11.2 Registered address:  |  |
| 1.11.3 Post code:  |  |
| 1.12 Are you registered for VAT?  |  |
| 1.12.1 VAT registration number:  |  |
| 1.13 Is your organisation: *(Please select only one box below with “Yes”)*  |  |
| 1.13.1 A public limited company?  |  |
| 1.13.2 A limited company?  |  |
| 1.13.3 A partnership?  |  |
| 1.13.4 Other *(please specify)*  |  |
| 1.14 Are you acting as the lead organisation in a consortium? *(yes/no)* |  |
| 1.15 If members of your consortium or sub-contractors are likely to deliver a significant (over 50%) proportion of the contract, give each company name and address.  |  |
| 1.16 Name of (ultimate) parent company *(if this applies)*:  |  |
| 1.17 Companies House Registration Number of parent company (if this applies): |  |

2. **ABOUT YOUR APPLICATION**

2.1 **There is one lot in this contract.**

2.2 CHS wishes to appoint one provider of Managed Print Services services to cover all of its requirements.

|  |  |
| --- | --- |
| **Question** | **Response** |
| Please confirm that your organisation can deliver against all of CHS’s requirements (yes/no) |  |

 *CHS needs confirmation that your organisation can manage our entire service requirement.****Important:*** *Please note failure to provide a capability for our entire service provision will disqualify your bid submission in its entirety.*

2.3 Bidders must be able to provide all of CHS’s requirements

2.4 Our requirements consist of:

2.4.1 ***Printer/ Photocopier Existing Infrastructure***

*The Cambridge Housing Society Limited currently uses 15 multi-function print/photocopy devices at 12 core sites:*

*9 x Sharp MX3114N with A4 drawer/ A3 drawer/ bypass facility/ scan to email (AD connection)and stapling function*

*2 x Sharp MX3140N with 3x A4 drawers/ 1 A3 drawer/ side fitting large capacity paper bin/ bypass facility/ scan to email (AD connection)and stapling function*

*2 x Sharp MX4140N with 3x A4 drawers/ 1 A3 drawer/ side fitting large capacity paper bin/ bypass facility/ scan to email (AD connection)and stapling function*

*2 x Sharp MX-C301W with an A4 paper drawer/ bypass facility/ scan to email (AD connection)*

*All printers print both colour and black and white*

*CHS use Papercut secure printing with PIN number log ins*

*CHS existing contract includes tree planting to offset paper use and includes print cartridges being removed for re-filling*

***Requirement***

*CHS requires a like-for-like replacement multi-function print/photocopy device fleet as specified above but with the revised figures below:*

* *8 MX3114N type devices*
* *3 MX-C301W type devices*
* *2 MX4140N type devices*
* *we will not require any MX3140N type devices*

*We require the same paper handling capacity as with the existing fleet.*

*We will require the same printer ppm speeds or better*

*We will require a secure login to each device to retrieve prints*

*We require similar paper use offset and cartridge re-use arrangements*

***Other***

*The solution proposed would need to provide multi-function print and photocopier services to The Cambridge Housing Society Limited for a 5 year period.*

*Proposed devices will need to be supportable for the 5 year period*

*The Cambridge Housing Society Limited is not tied to any particular hardware vendor*

*The prices offered for this 60 month period will be a fixed price for the contract period*

3. **SUPPLIER PROFILE AND BUSINESS ACTIVITIES**

|  |  |
| --- | --- |
| **Question** | **Response** |
| 3.1 What are the main business activities of your organisation? *CHS needs to understand the core business of each bidder’s organisation.* |  |
| 3.2 What proportion of CHS’s requirement would you deliver directly and what proportion would you provide from a sub-contractor? *CHS needs to understand the percentage of each bidder’s proposed service delivery that will be provided using the bidder’s own resources and how much will be delivered on via a sub-contractor*. |  |
| 3.3 CHS must have appropriate service in place by midnight 1st July 2024. Please confirm that your organisation is capable of delivering against this requirement, highlighting how you would perform the necessary activities. *CHS needs to have strong assurance that any*  *provider can provide the appropriate services with*  *no gaps.* |  |
| 3.4 What available staff resources do you currently have to perform against any new contract starting before 1st July 2024? *CHS needs assurance that the bidder has the human*  *resource capacity to perform against our*  *requirements to our timescales.* |  |
| 3.5 How many years has your company been in existence offering the services being tendered for? *CHS needs to understand the experience base that your organisation will bring to manage our services.* |  |
| 3.6 Please describe your organisational approach to operating a formalised quality management system. *CHS needs to understand if your organisation has an organised approach to the management of our service delivery.* |  |

4**. FINANCIAL STANDING**

CHS needs assurance on the financial viability of its suppliers. This section is intended to give CHS the necessary details to make a professional judgement on each bidder’s financial standing.

 Important: Please note failure to demonstrate financial viability will disqualify your bid submission in its entirety.

|  |  |
| --- | --- |
| **Question** | **Response** |
| 4.1 What was your turnover in each of the last two financial years (if you are bidding as a consortium, please state aggregated turnover)? |  |
| 4.1.1 For FY 2022 to 2023 £ |  |
| 4.1.2 For FY 2021 to 2022 £ |  |
| 4.2 Please attach a scanned copy (for electronic returns) of one of the following financial statements to your completed PQQ (please only answer **yes** or **no** to denote which of the following documents you are attaching): |  |
| 4.2.1 *A copy of your audited accounts for the most recent two years (if this applies)* |  |
| 4.2.2 A statement of your turnover, P&L account and cash flow for the most recent year of trading       |  |
| 4.2.3 A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position |  |
| 4.2.4 Alternative means of demonstrating financial status if trading for less than a year |  |

**5. EQUALITY AND DIVERSITY DECLARATION**

|  |  |
| --- | --- |
| **Question** | **Response** |
| 5.1 Do you have a written equalities policy?  |  |
| 5.2 If yes, please send a copy and summarise the areas your policy covers. |  |
| 5.3 If no, explain why. |  |
| 5.4 List any documents you have attached as evidence. |  |

**6. ZERO CARBON DECLARATION**

|  |  |
| --- | --- |
| **Question** | **Response** |
| 6.1 Do you have a Zero Carbon Plan?  |  |
| 6.2 If yes, please send a copy and summarise the areas your plan covers below. |  |
| 6.3 If no, explain why. |  |
| 6.4 List any documents you have attaching as evidence. |  |

**7. INSURANCE**

|  |  |
| --- | --- |
| **Question** | **Response** |
| 7.1 Please confirm that you understand and can satisfy CHS’s requirement for your public liability insurance to cover a minimum value of £10,000,000, employers’ liability insurance to cover a minimum value of £10,000,000 and professional indemnity insurance to cover a minimum value of £2,000,000. Please provide an undertaking that you will keep these policies in force throughout the life of the contract.  |  |
| *Maintaining mandatory levels of insurance throughout the life of any trading relationship is an absolute requirement of CHS.* | ***Important:*** *Please note that failure to provide mandatory insurances will disqualify your bid submission in its entirety.* |
| 7.1.1 I can confirm that I provide the required level of insurance cover |  |
| 7.1.2 I cannot confirm that I provide the required level of insurance cover |  |
| 7.1.3 I undertake to provide valid insurances for the life of the contract |  |
| 7.1.4 I cannot undertake to provide valid insurances for the life of the contract |  |
|  |  |
| 7.2 Please confirm that you have Data Protection Indemnity Insurance cover |  |

8. **EXPERIENCE AND REFERENCES**

8.1 Please provide details of three reference contracts from either the public sector, third sector (i.e. Charities, etc) or the private sector, in the last three years that are relevant to CHS’s requirement. The reference contact must be prepared to speak to CHS should we wish to contact them.
*CHS needs to ensure that your organisation has the technical ability and customer service credentials to adequately deliver our services.****Important:*** *Please note that any negative references will disqualify your bid submission in entirety.*

|  |  |
| --- | --- |
| **Reference Contract 1** |  |
| Customer organisation (name):  |  |
| Website (if available):  |  |
| Customer contact name:  |  |
| Phone number:  |  |
| Email address:  |  |
| Date contract awarded:  |  |
| Date contract completed:  |  |
| Contract value:  |  |
| Brief description of contract (100)  |  |
| Brief description of why you feel this reference is relevant to CHS’s requirement (50) |  |

|  |  |
| --- | --- |
| **Reference Contract 2** |  |
| Customer organisation (name):  |  |
| Website (if available):  |  |
| Customer contact name:  |  |
| Phone number:  |  |
| Email address:  |  |
| Date contract awarded:  |  |
| Date contract completed:  |  |
| Contract value:  |  |
| Brief description of contract (100)  |  |
| Brief description of why you feel this reference is relevant to CHS’s requirement (50) |  |

|  |  |
| --- | --- |
| **Reference Contract 3** |  |
| Customer organisation (name):  |  |
| Website (if available):  |  |
| Customer contact name:  |  |
| Phone number:  |  |
| Email address:  |  |
| Date contract awarded:  |  |
| Date contract completed:  |  |
| Contract value:  |  |
| Brief description of contract (100)  |  |
| Brief description of why you feel this reference is relevant to CHS’s requirement (50) |  |

**9. CHS TERMS AND CONDITIONS**

9.1 CHS has some standard terms and conditions, set out below, please confirm that you agree to conducting business on these terms.

* Invoices and correspondence addressed to The Cambridge Housing Society Limited
* Payment terms of 21 days from date of a correct and accurate invoice
* Invoices to quote the CHS purchase order number
* Payments will be made by BACS

|  |  |
| --- | --- |
| **Question** | **Response** |
| Please confirm that you agree to conducting business on these terms(yes/no) |  |

10. **PROFESSIONAL AND BUSINESS STANDING***CHS maintains the highest professional business standards. As such, CHS has assurance that your organisation abides by the requirements of The Public Contracts Regulations (2006), regulation 23. (Refer to* [*http://www.opsi.gov.uk/si/si2006/20060005.htm#16*](http://www.opsi.gov.uk/si/si2006/20060005.htm#16)*)*.***Important:*** *Please note that any negative responses will disqualify your bid submission in its entirety.*

|  |  |
| --- | --- |
| **Question** | **Response** |
| 10.1 Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?  (Please only answer **yes** or **no** to the following) |  |
| 10.1.1 Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings. |  |
| 10.1.2 A conviction (or convictions) for a criminal offence related to business or professional conduct. |  |
| 10.1.3 Legal or administrative finding of commission of an act of grave misconduct in the course of business. |  |
| 10.1.4 Failure to fulfil obligations related to payment of social security contributions. |  |
| 10.1.5 Failure to fulfil obligations related to the payment of taxes. |  |
| 10.1.6 Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise. |  |
| 10.1.7 Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law. |  |

**11. DISCLOSURE OF INTERESTS**

11.1 The principles defined under Schedule 1 of the Housing Act 1996, whereby The Cambridge Housing Society Limited (CHS) and its subsidiaries (CHS Group) are prohibited from engaging contractors or consultants if any director, partner, principal proprietor or person directly involved in the management of the firm, is an employee or Management Board Member (or a close relative of such persons) of any member organisation of the CHS Group shall apply to all tenders undertaken by CHS.

11.2 The ‘Disclosure of Interest’ form is provided for you to complete and return with the PQQ.

**UNDERTAKING**I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to tender for CHS’s requirement.

I understand that CHS may reject this PQQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

I assert that I am authorised to complete this questionnaire on behalf of my organisation.

|  |  |
| --- | --- |
| Name:   |  |
| Position/job title: |  |
| Date: |  |
| Telephone number: |  |
| Signature: |  |
| *(for electronic submissions, please type name and state “By email” in the signature box)*  |

PQQ Checklist

|  |  |
| --- | --- |
| 1. Please confirm that you have read and understand the Notes for Suppliers, contained on page one of this document. (yes/no)
 |   |
| 2) Please confirm that you understand the deadline for submission of this PQQ is 12:00 4th April 2024 (yes/no)  |  |
| 3) Please confirm which document you are attaching to satisfy the requirements of Chapter 4, Financial Standing, clause 4.2. (yes/no) |  |
| 1. 4.2.1
 |  |
| 1. 4.2.2
 |  |
| 1. 4.2.3
 |  |
| 1. 4.2.4
 |  |
| 4) Please confirm the Disclosure of Interest form has been completed (yes/no) |  |