



**South Tees
Site Company**

PRE-QUALIFICATION QUESTIONNAIRE (v.1)

FOR

Contract Reference: STSC-JN-0058 Plant & Equipment Hire

Introduction

This Pre-Qualification Questionnaire (“PQQ”) has been issued by the Authority in connection with a competitive procurement for the provision of Plant & Equipment Hire.

Notes for completion

Many procurements generate a great deal of interest from Potential Providers, so please ensure that you complete the questionnaire as requested. Failure to do so may result in your application being disqualified.

“We” or “Authority” means South Tees Site Company Ltd.

“You” or “Your” or the “Potential Provider” means the business or company which is completing this PQQ.

Where you have a valid reason for being unable to provide the specific information requested in relation to Economic and Financial Standing, other information may be accepted but only if it is considered appropriate by the Authority.

You must inform the Authority of any material changes to the information provided by the PQQ as soon as you become aware of the change.



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Return of this PQQ

Please return this form by sending on email, not later than noon on 28th June 2019 to:

Procurement@stscld.co.uk

Contact point within the Authority for all queries

E-mail: Procurement@stscld.co.uk

Verification of Information Provided

The higher the risk of the procurement, the higher the level of verification is likely to be required. Not all questions require supporting documents up front at this stage (for example certificates, statements with this questionnaire.) **However, the Authority may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues.

Selection of Tenderers

During the PQQ stage, the intention is to arrive at a Short List of up to 4 qualified Potential Providers for formal invitation to tender against the requirement.

The Authority will contact you again by the 30th June 2019 to let you know whether you have been successful. If so, you will then be invited to tender for the contract.

Miscellaneous

Under no circumstances shall the Authority incur any liability in respect of this PQQ or any supporting documentation. The Authority will not reimburse any costs incurred by Potential Providers in connection with preparation and submission of their responses to this PQQ.



Organisation and Contact Details

Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted)	
ORGANISATION DETAILS	
Registered office address	Company or charity registration number
	VAT registration number
	Name of immediate parent company
	Name of ultimate parent company
Type of organisation	i) a public limited co. ii) a limited company iii) a limited liability partnership iii) other partnership iv) sole trader v) other (please specify)

CONTACT DETAILS	
Contact details for enquiries about this PQQ	
Name	
Address	
Post Code	
Country	
Phone	



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Mobile	
Email	

Consortia and Sub-Contracting	a) Your organisation is bidding to provide the services required itself	
	b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	
	c) The Potential Provider is a consortium	
If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.		

Grounds for mandatory rejection

Important Notice:

In some circumstances the Authority is required by law to exclude you from participating further in this procurement. If you answer 'yes' to any question in this section it is very unlikely that your application will be accepted. If you answer "yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently.

Please state 'Yes' or 'No' to each question.

	Answer
Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	
(a) conspiracy within the meaning of section 1 or 1a of the Criminal Law Act 1977 or article 9 or 9a of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA;	
(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); where the offence relates to active corruption	



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(c)	the offence of bribery, where the offence relates to active corruption; the offence of bribery within the meaning of section 1 or 6 of the Bribery Act 2010;	
(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, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	
(iv)	fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	
(v)	defrauding the Customs within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of 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 or section 9 of the Theft Act (Northern Ireland) 1969;	
(viii)	fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	
(ix)	making, adapting, supplying, or offering to supply articles for use in frauds within the meaning of Section 7 of the Fraud Act 2006;	
(e)	money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;	
(f)	an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46, or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or	
(g)	an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or	
(h)	any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	



Economic and Financial Standing

Important Notice:

Where the Potential Provider is a consortium or association of suppliers, the financial information is required for each Potential Provider that is a member of the consortium or association. Where the Potential Provider is a subsidiary of a group, the financial information is required for both the subsidiary and the parent company.

Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate by the Authority.

FINANCIAL INFORMATION		
What was your overall turnover in each of the last two financial years?	£ _____ for year ended --/--/----	£ _____ for year ended --/--/----

INSURANCE	
Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £5 million. Please confirm that you have this in place.	Yes/No



Professional Ability – Stage 1 - 25 points max

Question No.	QUALITY QUESTIONS	Yes / No
1.	Please confirm that you hold CPA membership (Construction Plant Hire Association). <i>10 points - Yes</i>	Yes / No
2.	If the answer to the above is Yes, please state membership number and/ or date of joining <i>10 points – Information is provided</i>	Membership number: Date:
3.	Please confirm that you hold each of the following: ISO 9001 ISO 14001 ISO 18001 <i>5 points for each Yes</i>	Yes / No Yes / No Yes / No

Technical Ability – Stage 2 (Scored Evaluation) – 75 points max

1. Please confirm that operator instructions will be made available for all equipment and that onsite demonstrations can be provided, where requested. (Please include an example of operator instructions) – *30% points maximum*



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2. Please confirm that you will have an incident plan in place to cover any equipment issues and provide an example, which should take into account the top tier COMAH status of South Tees Site Company – *35% points maximum*

SIGNATURE

	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 the Authority's requirement and I am signing on behalf of my organisation. I understand that the Authority may reject this PQQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information	
	FORM COMPLETED BY	
	Name:	
	Date:	
	Signature:	

Statement of Requirements

GENERAL OVERVIEW

South Tees Site Company (STSC) require Plant Hire services to include maintenance and a repairs/replacement service, to ensure that ongoing keep safe operations can be carried out on their top tier COMAH site.

The aim is to provide equipment which supports the maintenance teams and is suitable to the environment and serviced and maintained to correct standards. The service will also include repair/replace, puncture repairs and tyre replacements.

The evaluation of responses from Potential Providers will be in two stages:

Stage 1 (PASS /FAIL Evaluation)

A number of PASS/FAIL questions each of which must be passed by the Potential Provider in order to progress to the Stage 2 evaluation except where the Authority has discretion not to fail the Potential Provider.

All PASS/FAIL questions are detailed in the PQQ Evaluation Matrix. Potential Providers are to note that where a pass / fail question allows the Authority the discretion to pass / fail, the Authority will exercise its discretion in determining the exclusion or not of a Potential Provider.

Stage 2 (Scored Evaluation)

An assessment will be conducted through a scoring methodology of the responses, and supporting evidence provided by a Potential Provider to each question. The Authority may require Potential providers to demonstrate a minimum capability in certain areas. The Stage 2 evaluation will only be undertaken if the Potential Provider is successful in Stage 1.

For those Potential Providers who are successful in the Stage 1 evaluation (i.e. they record no “fail” against any question); their capability will be assessed using the following weighting and scoring criteria.

Scoring Methodology

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of

	expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

Where an evaluation criterion is worth 30% then the 0-100 score achieved will be multiplied by 30.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 30 ($60/100 \times 30 = 18$)

At the end of the evaluation process, the Authority will wish to invite the 4 (four) top scoring Potential providers to tender for the requirement in the next phase of the procurement process. In the event of two or more Potential Providers being in equal 4th place all of those in equal 4th place will be invited to tender.

Background information – South Tees Site Company Ltd

On 2 October 2015 the SSI steel works in Redcar was placed into compulsory liquidation and an official receiver (OR) was appointed as liquidator. On 12 October, following no buyer for the steel works being found, the decision was taken by the official receiver to set about the hard closure of the site. Since that time the official receiver undertook a protracted liquidation of SSI and, in the absence of a new owner, he has been overseeing the safe and secure closure of the former SSI site whilst maintaining the delivery of services to other site residents. Government, through the Department for Business, Energy and Industrial Strategy, provided an indemnity to the OR so that he could carry out his duties as liquidator of the company and ensure its ongoing safety and security.

On the 1st December 2016 The Department established a Government company, known as the South Tees Site Company Ltd, in order to take forward the safety and security of the site from the OR. STSC have a management team as well as a board of directors, accountable to the BEIS Secretary of State. In order to allow the board of directors and management team to carry out their duties, as well as funding the operation of the Company, BEIS has agreed to indemnify them against all claims, proceedings, costs—including the cost of defending proceedings—and expenses.