

CONCERT HALL (CH1, CH2) and HEATING & RENEWABLES (HR1, HR2, HR3) WORKS**Introduction**

BPA is a pioneering cultural charity based in Suffolk. It emerged from the determination of composer Benjamin Britten and his partner, singer Peter Pears, to ensure everyone could enjoy and experience music. Britten Pears Arts aims to continue their legacy to develop talent, celebrate their heritage and engage with communities.

The organisation has a long local history dating back to when Britten and Pears founded the Aldeburgh Festival in 1948 and moved into the Red House in Aldeburgh in 1957. Today, Snape Maltings and The Red House have become major cultural destinations. 100% of the profits from the businesses based at these sites go towards the charitable work of Britten Pears Arts.

BPA is taking forward a Capital Investment Programme at its facilities at Snape Maltings. The common theme of the works proposed is the aim to achieve improved accessibility to its facilities, to reduce barriers to participation and significantly lower BPA's carbon footprint, and in turn its energy consumption and running costs.

Summary of Works

The works proposed comprise the following:

Concert Hall (CH1 and CH2)

CH1: Acoustic treatment to Concert Hall, installation of retractable banners
CH1: Performance Technical equipment upgrades and replacement (stage and house lighting, rigging systems, assisted listening)
CH1: roof covering replacement and insulation on South, East & West faces; high level maintenance of "bluffs", structural repair / strengthening
CH2: refurbishment of WCs, fabric repairs (brickwork)
CH2: ventilation improvements inc. new AHU; new lighting
CH2: refurbishment of two existing lifts, one new platform lift
CH2: remodelling of Discovery Centre for future exhibition space

NB: audience seating improvements as a separate, client-led project, CH3

Heating and Renewables (HR1, HR2 and HR3)

HR1: consolidation of Energy Centre boilers, new District Heating and Cooling pipework
HR2: Photovoltaic panels to Concert Hall lower south roof, Hoffmann building roof
HR3: new site wide Building Management System (BMS)

The works have Planning and Listed Building Consent.

Project Manager / Contract Administrator
Architect
Structural / Civil Engineer
Building Services Engineer
Theatre Specialist & Acoustician
QS
Planning Consultant
Landscape Architect

Gardiner & Theobald
de Matos Ryan
Price & Myers
Ingleton Wood
Charcoalblue
Bristows
Bidwell
Untitled Practice

Procurement Process

BPA is seeking a Principal Contractor to complete the above works. The procurement of the works will follow a two stage flexible competitive tender process consisting of the following:

- Stage 1: Selection Questionnaire (PQQ), provided below.
- Stage 2: Tender, issued to successful contractors following Stage 1.

Contract Form

JCT 2016 Standard Building Contract without Quantities.

This will include Contractor's Design Portion (CDP) items.

Design

The Tender will be issued following the completion of the RIBA Stage 4 design. BPA will retain the design consultants throughout the works. There will be Contractor's Design Portion (CDP) elements as part of the contract that will be issued.

Construction Period

It is envisaged the contract will be awarded in late July 2026. The contractor will be required to develop CDP and place orders for manufacture, then mobilise and commence works in January 2027. Works must be completed in May 2027 so that the Concert Hall can reopen for the Aldeburgh Festival 2027.

Construction Logistics

The Concert Hall and supporting spaces within which works are taking place will not remain operational during the works, however, other spaces within the building, such as the River View Café & Restaurant, kitchen offices, etc will remain in occupation by staff and the public. Snape Maltings, with its other performance and display spaces, businesses, residents and retail will remain fully functioning. Services that serve other parts of the facilities will need to be kept live, with any change overs or shutdowns carefully programmed and co-ordinated.

There are likely to be Flood Defence improvement works to the Maltings that will occur alongside the CH & HR contract. As such, the contractor's Construction Management Plan is likely to be required to consider another contractor's operational plan as well as wider public access and safety.

Financial requirements

The contractor will be required to hold the following insurances:

- | | |
|--|------|
| - Employer's (Compulsory) Liability Insurance | £10m |
| - Public Liability Insurance | £10m |
| - Professional Indemnity & Product Liability Insurance | £ 5m |

Additionally, the following parameters will be included in the contract:

- Performance Bond: 10% of the building contract sum
- Liquidated and Ascertained Damages: circa £10k per week or part thereof

Standard Selection Questionnaire

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

Supplier Selection Questions: Part 3

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

¹ For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

CONCERT HALL (CH1, CH2) and HEATING & RENEWABLES (HR1, HR2, HR3) WORKS**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The contracting authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Name (if registered, please give the registered name)	
1.1(b) – (i)	Registered address (if applicable) or head office address	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin, or date of formation	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE)	

	b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ² ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: ³ - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ⁴ (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	

² See EC definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

³ UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

⁴ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Please provide the following information about your approach to this procurement:

Section 1		Bidding model					
Question number	Question	Response					
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.					
1.2(a) - (ii)	Name of group of economic operators (if applicable)						
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.						
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>					
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.						
	Name						
	Registered address						
	Trading status						
	Company registration number						
	Head Office DUNS number (if applicable)						
	Registered VAT number						
	Type of organisation						
	SME (Yes/No)						
	The role each sub-contractor will take in providing the works and /or						

	supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub- contractor					

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Any other offence within the meaning of Article 57(1) created after 26 th February 2015 in England, Wales or Northern Ireland.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	

2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		
Mandatory and discretionary grounds relating to the payment of taxes and social security contributions.		
The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex C, and should be referred to before completing these sections.		
	Question	Response
3.1(a)	<p>Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.</p> <p>If documentation is available electronically, please provide:</p> <ul style="list-style-type: none"> - the web address, - issuing authority, - precise reference of the documents 	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1 (b)	<p>If you have answered No to 3.1(a) please provide further details including the following:</p> <ul style="list-style-type: none"> - Country concerned, - what is the amount concerned - how the breach was established, i.e. through a judicial or administrative decision or by other means. - if the breach has been established through a judicial or administrative decision, please provide the date of the decision, - if the breach has been established by other means, please specify the means. 	
3.2	<p>Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please Note: 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 payment of taxes or social security contributions		
Section 4		
Grounds for discretionary exclusion		
	Question	Response
4.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
4.1(a)	Breach of environmental law obligations?	Yes <input type="checkbox"/>

		No <input type="checkbox"/> If yes please provide details at 3.2
4.1 (b)	Breach of social law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
4.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
4.1(d)	Bankruptcy or the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
4.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
4.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
4.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
4.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
4.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
4.1(j)	Please answer the following statements	
4.1(j) - (i)	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.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
4.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
4.1(j) –(iii)	The organisation is not able to submit supporting documents required under	Yes <input type="checkbox"/> No <input type="checkbox"/>

4.1(j)-(iv)	<p>regulation 59 of the Public Contracts Regulations 2015.</p> <p>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, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>	<p>If Yes please provide details at 3.2</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at 3.2</p>
4.2	<p>You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.</p> <p>If you are a relevant commercial organisation, please –</p> <ul style="list-style-type: none"> - Confirm that you have published a statement as required by Section 54 of the Modern Slavery Act - Confirm that the statement complies with the requirements of Section 54 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
4.3	<p>If you have answered Yes to any of the above, (or No to any of the Modern Slavery Act questions) explain what measures been taken to demonstrate the reliability of your organisation despite the existence of a relevant ground for exclusion? (Self-cleaning)</p>	

Part 3: Selection Questions⁵

Section 5		Economic and Financial Standing
	Question	Response
5.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	Please give details of any outstanding claims or litigation against the firm which have possible financial implications including estimates of any financial liabilities	

⁵ [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

Section 6	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation		
Relationship to the Supplier completing these questions		

6.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 7	Technical and Professional Ability
7.1	<p>Relevant experience and contract examples (60% of the qualitative assessment – each example of equal weighting.</p> <p>Please provide up to 3 relevant examples, undertaken within the last 5 years. Preferably these contracts should have been completed, with a value of £1-10m, and demonstrate that you have experience of the following project characteristics:</p> <ol style="list-style-type: none"> i. Refurbishment and alteration of historic buildings (preferably listed buildings) ii. Culturally significant buildings (or other public or landmark buildings) with performance technologies (stage lighting, stage engineering) iii. Exacting standards of environmental control (such as temperature, airflow) iv. Integration of new mechanical, electrical and public health services with existing systems v. Installation of district energy pipework co-ordinated with routes of access vi. Inclusion of Contractor Design Portions vii. Working in a live environment viii. Temporary works for structural alterations ix. Repair of brickwork, structural timber <p>Each example should be no more than 2 sides of A4 and should provide the following information:</p> <ul style="list-style-type: none"> • Brief description of the contract scope • Names of consultant team • Form of procurement and contract • Cost at commencement of the contract and outturn construction cost • Commencement date and duration of the contract, including completion dates agreed at commencement compared to actual completion dates • Health and safety record for the project (for example, number of reportable and non-reportable incidents, hours worked without incident etc) • Explanation of how your experience related to the example is relevant to the project characteristics stated above <p>For each example, the following basic information in the table below in order that confirmation of the accuracy of the information provided for the example can be obtained in writing:</p> <ul style="list-style-type: none"> • Name of client organisation • Point of contact for the organisation, including role within the organisation, address, telephone number and email <p>Each example will be equally weighted in terms of scoring as set out in the table below. If you cannot provide examples see question 7.5.</p>

	Contract 1	Contract 2	Contract 3
Contract			
Name of client organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of Contract			
Contract Start date			
Contract completion date			
Estimated contract value			

Scoring Method (0-10) for 7.1 Relevant Experience and Contract Examples	
0	Non-Compliant Response: No information is provided, or the content of the response does not address the stated requirements.
1	Questionably Unacceptable Response: The information provided is largely incomplete, and/or the example cannot be considered relevant.
2	Very Poor Response: The information provided contains extensive and significant omissions, and/or the relevance of the example is questionable.
3	Poor Response: The information provided contains a number of significant omissions and/or the example is relevant only to a minority (four or less) of the project characteristics listed in 7.1
4	Unsatisfactory Response: The response contains minor omissions, and/or the example is relevant to the majority (five or more) of the project characteristics listed in 7.1
5	Satisfactory Response: The response is considered to provide all of the required information, and the example has some but limited relevance to all of the project characteristics listed in 7.1
6	Good Response: The response provides all of the required information. The example demonstrates direct relevance to at least three of the project characteristics listed in 7.1 and some but limited relevance to the remainder. In order for the example to be considered to have “direct” relevance in relation to a listed characteristic, the content must clearly explain how the experience specifically relates to the Britten Pears Building Project
7	Very Good Response: The response provides all of the required information, and the example demonstrates direct relevance to all of project characteristics listed in 7.1. In order for the example to be considered to have “direct” relevance in relation to a listed characteristic, the content must clearly explain how the experience specifically relates to the relates to the Britten Pears Building project
8	Excellent Response: The response provides all of the required information. The example demonstrates a high degree relevance to at least three of the project characteristics listed in 7.1, and direct relevance to the remainder. In order for the example to be considered to have “a high degree” of relevance in relation to a listed characteristic, the content must clearly explain how the experience is particularly relevant, and how and why this experience is transferable to the Britten Pears Building project .
9	Outstanding Response: The response provides all of the required information. The example demonstrates a high degree relevance to at least five of the project characteristics listed in 7.1, and direct relevance to the remainder. In order for the example to be considered to have “a high degree” of relevance in relation to a listed characteristic, the content must clearly explain how the experience is particularly relevant, and how and why this experience is transferable to the Britten Pears Building project.
10	Exemplary Response: The response provides all of the relevant information, and the example demonstrates a high degree of relevance to all of project characteristics listed in 7.1. In order for the example to be considered to have “a high degree” of relevance in relation to a listed characteristic, the content must clearly explain how the experience is particularly relevant, and how and why this experience is transferable to the Britten Pears Building project.

7.2	Additional Questions to Assess Technical and Professional Ability (40% of qualitative assessment – each question of equal weighting).
a.	<p>Please describe, using your relevant experience and technical and professional ability, how you have successfully managed significant refurbishments and alterations to a listed building, including structural interventions, the introduction of mechanical, electrical services and specialist performance technologies.</p> <p>Demonstrate how you identified the constraints and risks associated with the work, communicated these to the client and actively managed them.</p> <p>Limit your response to 3 sides of A4. Weighting = 20%</p>
b.	<p>Describe, using your relevant experience and technical and professional ability, how you have successfully developed and delivered a programme and logistics plan for a contract of similar complexity to the works, identifying and taking opportunities for derisking the program through early and enabling works.</p> <p>Demonstrate how you identified the optimum sequence of activities, developed the programme and measured and reported progress.</p> <p>Evidence how you identified potential and actual delays to the programme, and agreed appropriate mitigation.</p> <p>Limit your response to 3 sides of A4. Weighting = 20%</p>

7.3 Technical/Professional Ability – Scoring Criteria (0-10) for 7.2	
0	Non-Compliant Response: No answer if provided, or the response does not address any of the requirements.
1	Questionably Unacceptable Response: The answer is largely incomplete, and/or demonstrates no relevance.
2	Very Poor Response: The answer contains extensive and significant omissions, and/or the relevance of the response is questionable with no supporting evidence.
3	Poor Response: The answer contains a number of significant omissions and/or the response is relevant only in part with little supporting evidence.
4	Unsatisfactory Response: The answer contains minor omissions, and/or the response is mostly relevant but lacking evidence in key areas.
5	Satisfactory Response: The answer is comprehensive and generally relevant. There is generally some evidence of transferable experience/ability, however, this is limited in some areas.
6	Good Response: The answer is comprehensive and entirely relevant, with sound evidence of transferable experience/ability in most areas. However, there are several areas where the evidence is less compelling.
7	Very Good Response: The answer is comprehensive and entirely relevant, with precise examples of transferable experience/ability in all areas.

8	Excellent Response: The answer is meticulous with precise examples of transferable experience/ability provided throughout. Plus in certain areas, the experience is particularly extensive or a distinct ability is demonstrated.
9	Outstanding Response: The answer is comprehensive and entirely relevant and in all areas the experience is particularly extensive or distinct ability is demonstrated.
10	Exemplary Response: The answer is comprehensive and entirely relevant and in all areas extensive experience or particular ability is demonstrated. In certain areas, singular experience or ability is demonstrated for example in terms on innovation or best practice.

7.4	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p> <p>(500 word limit, not scored)</p>
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7.5	<p>If you cannot provide at least one example for question 7.1, please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p> <p>(500 word limit)</p>
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8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8		Additional Questions	
8.1		Insurance	
a.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N</p> <p>Employer's (Compulsory) Liability Insurance = £10m Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Public Liability Insurance = £10m Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Professional Indemnity & Product Liability Insurance £5m Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>		
	<p>Please provide a copy of the following copies of insurance certificate for the following insurances:</p> <ul style="list-style-type: none"> - Employers Liability Insurance - Public Liability Insurance - Professional Indemnity Insurance <p>The certificate should indicate the insurer, the policy number, the extent of coverage and the expiry date.</p>		
c.	Please provide full details of any claims made under your firm's Insurances within the last 5 years.		

8.2		Skills and Apprentices ⁶	
a.	<p>Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 06/20.</p> <p>Please confirm if you will be supporting apprenticeships and skills development through this contract.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	

⁶ [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](#)

b.	If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.3	Additional Questions	
a.	Please confirm if your organisation has a Quality Policy/ Assurance System or similar in place. If yes, please enclose details of the system.	Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	<p>Data Protection</p> <p>Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects.</p> <p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> ● to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; ● to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data; ● to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable; ● to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place); ● to maintain records of personal data processing activities; and ● to regularly test, assess and evaluate the effectiveness of the above measures. 	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	<p>Please confirm that your organisation has a full Health & Safety Policy/procedure.</p> <p>Please provide a copy of the policy.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
d.	Please provide if your organisation has an environmental policy.	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Please provide a copy of the policy.	
e.	Please confirm that your organisation has capacity to mobilise and commence activities in August 2026	Yes <input type="checkbox"/> No <input type="checkbox"/>

Mandatory Exclusion Grounds

Public Contract Regulations 2015 R57(1), (2) and (3)

Public Contract Directives 2014/24/EU Article 57(1)

Participation in a criminal organisation

Participation offence as defined by section 45 of the Serious Crime Act 2015

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 on the fight against organised crime;

Corruption

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

The common law offence of bribery;

Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

Fraud

Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

- the common law offence of cheating the Revenue;
- the common law offence of conspiracy to defraud;
- 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;
- 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;
- fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;

- an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
- fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

Terrorist offences or offences linked to terrorist activities

Any offence:

- listed in section 41 of the Counter Terrorism Act 2008;
- listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
- under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

Money laundering or terrorist financing

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

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

Child labour and other forms of trafficking human beings

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

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

An offence under section 2 or section 4 of the Modern Slavery Act 2015

Non-payment of tax and social security contributions

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have 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; or
- 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;
- 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) or any equivalent or similar regime in a jurisdiction in which the supplier is established

Other offences

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

Discretionary exclusions

Obligations in the field of environment, social and labour law.

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including the following:-

- Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
- In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
- In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
- Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has been in breach of the National Minimum Wage Act 1998.

Bankruptcy, insolvency

Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;

Grave professional misconduct

Guilty of grave professional misconduct

Distortion of competition

Entered into agreements with other economic operators aimed at distorting competition

Conflict of interest

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

Been involved in the preparation of the procurement procedure.

Prior performance issues

Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.

Misrepresentation and undue influence

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, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

Breach of obligations relating to the payment of taxes or social security contributions.

The contracting authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Additional exclusion grounds**ANNEX X Extract from Public Procurement Directive 2014/24/EU****LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —**

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);

- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

Consequences of misrepresentation

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

- The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
- The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
- If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
- If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).