

# **PRE-QUALIFICATION QUESTIONNAIRE DOCUMENT**

**FOR**

**MAIN (PRINCIPAL) CONTRACTOR SERVICES**

**FOR**

**THE TRURO LIFEHOUSE PROJECT**

**FOR**

**ALL SAINTS CHURCH,  
HIGHTERTOWN,  
TRURO  
TR1 3LD**

All Saints PCC – Charity No. 1179768

Document Revision F

10.03.2021

(Please refer to revision matrix at the end of the document)

The project is receiving funding from the England European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020. The Ministry of Housing, Communities and Local Government (and in London the intermediate body Greater London Authority) is the Managing Authority for European Regional Development Fund. Established by the European Union, the European Regional Development Fund helps local areas stimulate their economic development by investing in projects which will support innovation, businesses, create jobs and local community regenerations.

For more information visit <https://www.gov.uk/european-growth-funding>.

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## 1.0 DEFINITIONS

1.1 Any terms and expressions used in this document shall have the meanings set out below. In this document, except where the context requires otherwise, the singular includes the plural and vice versa.

1.1.1 **'All Saints Church and Representatives'** means All Saints Church and/or **all** other such persons as All Saints Church shall notify to the Applicant from time to time;

1.1.2 **'Applicant'** means an organisation to which this PQQ is issued (whether it is a single organisation, prime contractor or a consortium);

1.1.3 **'ITT'** means the Invitation to Tender documents that will be issued to those Applicants that are selected to tender;

1.1.4 **'Lead Organisation'** means in the case of a consortium Applicant or an Applicant relying on Significant Subcontractors, the organisation responsible for the submission;

1.1.5 **'PQQ'** means this Pre-Qualification Questionnaire;

1.1.6 **'Project'** means the refurbishment of the worship space, demolition of the existing community facilities with the construction of a new community hall and business space to create The Truro Lifehouse as explained in more detail in Section 2 of this PQQ;

1.1.7 **'Relevant Subcontractor'** means where the Applicant is a consortium, each consortium member other than the Lead Organisation; and/or where the Applicant or a consortium member is a prime contractor, each Significant Subcontractor other than the Lead Organisation;

1.1.8 **'Significant Subcontractor'** means where there is a subcontracting arrangement, each proposed subcontractor where that proposed subcontractor will be contributing significantly, either in terms of value or importance to the Project.

## **2.0 INTRODUCTION**

### **2.1 PURPOSE OF THIS DOCUMENT**

2.1.1 This PQQ is issued in relation to the project known as The Truro Lifehouse Project.

2.1.2 This PQQ relates solely to the procurement of Main (Principal) Contractors for the Project as listed in 2.5.

Those Applicants interested should comply with the instructions provided in this PQQ to register their expression of interest.

2.1.3 This PQQ has been produced to enable All Saints Church and Representatives to evaluate the professional, economic and financial standing and ability and technical capacity of Applicants. All Saints Church and Representatives will use the Applicant's PQQ submissions to select organisations which will be invited to tender.

2.1.4 The intention of this procurement process is to award a contract for Main (Principal) Contractor services for the Project.

### **2.2 ORGANISATION OF THIS DOCUMENT**

2.2.1 This PQQ contains the following sections:

- 1 – Definitions
- 2 – Introduction
- 3 – Instructions for Completion
- 4 – Evaluation and Clarification by All Saints Church and Representatives
- 5 – Questionnaire
- 6 – Declaration
- 7 – Certificate of Non-Collusive Tendering and Canvassing

### **2.3 BACKGROUND**

#### **THE TRURO LIFEHOUSE PROJECT**

2.3.1 The existing collection of buildings at All Saints Church is made up of piecemeal agglomeration of structures that have undergone a prolonged period of adaptation and 'making do'. The current facilities are now at maximum capacity, and are no longer fit for purpose with a myriad of demands being put on the existing dated and sub-standard infrastructure. The church has therefore taken a huge step and embarked on a mission to completely remodel and improve the facilities it offers to the community, to serve the community. The mission of the church is also bolstered by the fact the population of the parish is set to increase significantly by 2030. This dramatic population increase within the parish and surrounding area so requires a greater variety of multi-use spaces if this established community support facility is able to cope with the increased demand on its services. The existing structures generally perform very poorly thermally, acoustically and spatially and are proving to be increasingly difficult to manage as the pull on the community support offered by the church increases year on year. The main Church structure dates from the 1980's and it is proposed to retain this structure whilst revisiting the rest of the site and ancillary accommodation to provide a purpose-built facility aligned with All Saints' contemporary and future

needs. The context surrounding the site is primarily residential (especially since the redevelopment of the former Richard Lander School site) and the church lies within its large and growing parish.

All Saints Church presently offers their time, services and facilities to a number of different user groups including:

- The Cornwall Fairtrade Hub
- Cornwall Children's Clothes Bank
- Alcoholics Anonymous
- CRRN Meetings
- Truro Foodbank
- Survivors of Bereavement by Suicide
- Parenting and Wellbeing Courses
- Food for Change Partnership
- 14th Truro Girl Guides
- Drink Drive Rehabilitation
- Slimming World
- Truro Memory Café
- Parent Toddler Group
- Baby Ballet
- Penn an Dre Residents Association
- Cornwall Refugee Support Network
- Acts 435
- Kernow Credit Union
- Singing for the Brain
- Cornwall Community Choir
- All Saints Friends Group

The All Saints 10.10 project committee has engaged with all their current groups and the surrounding community through both internal and public consultation events.

The proposed scheme seeks to provide an enhanced and upgraded place of worship and community hub on the site based on the retention of the main church space and the creation of a purpose built dedicated community meeting spaces, offices and storage facilities that better support the wide range of groups and people who use the facilities, both now and in the future.

The key design features of the proposals include:

- The retention of the main church space constructed in the 1980's but upgrading its thermal performance, acoustic separation and glazing. The retention of the existing sanctuary maintains an important component of the overall narrative of the site and the continuity of worship and mission which will be bolstered by the propose purpose built facility.
- Improvements will be made to the external landscaping in front of the church increasing the density and quality of low level planting and boundary treatment whilst creating a clear gathering and movement space between the street and car park. It is intended this would improve the church's visual presence within the streetscape and also better unify the street/pavement frontage in this location.

- The creation of a purpose built community hub set alongside the existing worship space (being retained) joined to the external spaces and the worship space by an internal “street” at the heart of the scheme which seeks to improve circulation across and through the site, whilst forming an enhanced community feeling at the heart of the development. The design of the new community hub will seek to improve accessibility and circulation to and within the building complex to avoid the existing unsatisfactory “room off room” configurations with excessive compromises to privacy and confidentiality. This internal street will not only contribute to the adjoining internal gathering spaces to provide flexible spill out and gathering space but softens the threshold transition between the internal and external environments. The central internal space, the covered “street”, becoming a continuation of the external landscape strategy and the collection of public squares.
- Generally improving the transparency of the church, and its activities where appropriate by improving their visual and physical connectivity and transparency with the internal and external public squares – but also to the parish community and beyond.
- Alterations to rear courtyard to ensure it can better support the wide range of uses associated with the groups using the facilities. The variety of uses would include a sensory garden/journey, vegetable growing to provide produce to support internal kitchens; children’s play area, and external space for external marquee/market/outside kitchen to enable extensions to the hall space and internal “street”.
- The retention of access from the rear car park and the existing parking arrangements but incorporating better connectivity for the Foodbank with the rear access to the site.

2.3.2 The Key design parameters are:

#### **BUILDING A SENSE OF COMMUNITY:**

Primarily the building at All Saints should build on the established local community resource that already serves the parish, surrounding area and further afield. The proposed architecture should facilitate ‘building a sense of community and privacy’ and spaces should be flexible enough to support the wide range of uses and user groups that make up the community at All Saints, whilst also responding to future opportunities.

#### **PERMEABILITY:**

It is critical that the proposed architecture is approachable and permeable rather than austere and enclosed. The architecture should respond to and reflect life by celebrating people gathering and moving through the building and feeling part of what is going on within the wider community using the facility. The walls and solidity characterising the existing arrangement can be removed celebrating openness and removing the mystery. It is recognised that the building has two fronts since the redevelopment of the school site to the rear (The ‘Pen An Dre’ housing development) and the architecture should be approachable from all desired directions of approach with visual permeability/transparency into the building from outside.

#### **“GO TO PLACE” A BEACON OF LIGHT IN THE COMMUNITY:**

The existing church complex at All Saints impacts a wide range of user groups at a variety of scales. The proposed architecture needs to gather not only internal information but also wayfinding and the wide

spectrum of people into a singular point so they can appreciate and access the resources available. It should be recognised that people come to the building experiencing a wide variety of emotions and from different positions in life and whilst the architecture should be open and approachable it must also be familiar and comfortable enabling people to encounter acts of grace no matter what their specific needs.

#### **ENVIRONMENTALLY FRIENDLY BUILDING:**

The existing complex of buildings at All Saints has developed over time and is not energy efficient or particularly considerate in the use of materials and/or resources. The proposed architecture should work towards establishing All Saints as the green venue and practically demonstrate the Anglican Church's commitment to safeguarding the integrity of creation, and sustaining and renewing the life of the earth as outlined within the fifth mark of mission for the Anglican Church. The proposed architecture should be sustainable making the best use of previously developed site area and safeguarding as much of the existing outside green space (which already works well) as possible. The proposed architecture seeks to upgrade the performance of retained structures and all the proposed architecture should prioritise the use of sustainable materials.

Given the wide range of people who will encounter the building and attend the various groups the building needs to accommodate and respond to their needs. This will need to be resolved through the design and specification of spaces, materials and technology so that everyone can encounter and interact with the building in a humane way.

This will include, but not be limited to, full DDA compliance, that where ever possible will exceed the minimum requirements outlined within the Building Regulations. The internal spaces and finishes should be designed for those with Dementia and for the Blind and Partially Sighted. A "Changing Places" WC has been included within the ground floor plan.

A number of vulnerable adults will also use the building and accordingly 'load release' and 'fixed' Anti Ligature provisions should be considered within all the enclosed internal environments. Fixtures and fittings should also be considered to prevent them being used as a weapon with the potential for a person to harm themselves or others whilst on the premises.

Overall the scheme proposals will create new opportunities for the church and other organisations to continue helping the most vulnerable in the South West with real life issues, social wellbeing, mental and physical health, financial stability, education, equality and spiritual development. The church is an established organisation that supports a wide variety of social projects and support groups – most of which are run and organised on a voluntary basis.

The church is a forward thinking church which has carefully considered the sustainable future of all the organisations currently supported within the church building and the likely pressures that will be put on the church as the local population increases.

Through the Public consultation process, the main public consultation events having been held on Tuesday 20 and Saturday 24 March 2018, the emerging scheme was well received by the residents of the surrounding area. The positive public opinion towards the proposals was clear from the discussions being held at the events and the comment cards received:

"Great to see this happening next to my old school site, where no history has been kept"



"Really promising project with great care invested. Hopefully it will really continue to help the community"

"A great idea for the residents and not too far to come. We need this as a community hub!"

All that are involved with the All Saints project should feel part of the vision and engage with the aspirations and commitments to the project that have been developed over a number of years of planning and bringing the vision closer to a reality.

The value of the project extends far beyond another building project and instead creates a facility that will be able to adapt to changing demands and needs within our society.

2.3.3 The works comprise the alteration of the existing church building (the 'worship space') and the construction of a new purpose built community hub at All Saints Church, Highertown, Truro. The church will need to continue operating as a parish church during the construction period(s) and to achieve this it is envisaged that the proposed regeneration works will be split into two key phases.

**Phase 1** – The church will utilise the existing church hall for church services and functions and vacate the existing worship space providing the contractor with complete vacant possession of that area and any pre agreed external areas required by the contractor to carry out the works. Phase 1 will generally comprise the alteration of the existing worship space (retained under the proposals) including the creation of 3 No glazed openings on the existing North Elevation and the widening of the western internal opening creating a connection into what will become the communal 'street' within the proposed community hub. This opening will also be fitted with glazed opening doors and screens so that the 'street' may be used as an extension of the main worship space when required. A new underfloor heating system will be installed within a new insulated screed (over existing slab and to suit new internal finished floor levels) ready for future connection into the new global heating system to be installed in phase 2 – new finish floor level in the existing worship space will need to tie in completely with the proposed finished floor level of the phase 2 works. Temporary heating (and any other such required) measures to be provided to serve the worship space when it is handed over for full occupation to enable the commencement of phase 2 works. All the existing windows and glazing will be replaced with double glazed thermally broken architecturally powder coated units. The slot glazing either side of the bell tower is to be infilled with new insulated construction and the rear wall of the existing worship space is to receive an insulated dry lining. The interior of the existing worship space will then be completely redecorated under the contract works. The outside of the existing worship space is to be made good in locations where new window / door openings have been made and any areas of defective render or damaged during the construction phase. Standard waterproof sand and cement render finish to match existing, existing walls to be prepared to receive a painted finish. The existing north facing flat roof over the three new window/door openings to be created is to receive a new single ply membrane. The rear south facing mono pitch roof section of the existing worship space is to receive new breathable roofing sheet, battens and replacement tiles to match the new replacement tiles that have recently been installed on the extensive north facing roof slope. This roof slope is also to receive a solar array. The installation of this solar array will be a direct client appointment item and will be to the design and specification the client has obtained from others. The Principal Contractor is to obtain Building Control Inspection and interim 'sign off' for all such below ground drainage works attended to at the start of the project to enable the ratification of the 'meaningful start' to secure the existing planning approval. In addition to the main construction works the church will also be arranging for the procurement and installation of certain specialist items. This will include, but may not be limited to, new audio

visual equipment, the installation and provision of which would need to be coordinated and futureproofed within builders works undertaken within phase 1.

**Phase 2** – The phase 1 works will need to be complete to enable all church activities to be relocated into the newly refurbished main worship space utilising the new openings on the north elevation, or the replaced openings on the south elevation for access/egress depending on site set up arrangements to be determined. The church will vacate the remaining areas providing the contractor with complete vacant possession of the structures to be demolished and any pre agreed external areas required by the contractor to carry out the proposed works, to completion. The phase 2 works will include the demolition of the existing agglomeration of structures adjoining the retained worship space. Phase 2 will also involve all construction, below ground infrastructure and external landscaping works associated with the construction of the new purpose built community facility.

In addition to the main construction works, commensurate with the outline above, the church will also be arranging for the procurement and installation of certain specialist items. This will include, but may not be limited to, new audio visual equipment, 1st floor kitchen, commercial kitchen, and café servery fixtures, fittings and equipment, the installation and provision of which would need to be fully co-ordinated and futureproofed within builders works undertaken within phase 2. For the avoidance of doubt all linings, flooring, ceilings, lighting, hatches, roller shutters, doors, etc. etc. will all be contractors work under the tendered scheme it is only the procurement and installation of the commercial 'fit out' of these client direct appointed items that shall fall outside the contract and shall be as 'pre defined' in the ITT documentation to follow. It shall be presumed that all tendering contractors will have made/shall make all necessary enquires for clarification on all such matters as part of the tender stage process to enable the full and complete co ordination and pricing of such matters within the successful contractor's execution of the construction works. The new purpose built community hub facility will comprise structural steel framing. The cladding will be a proprietary insulated cladding panel carrier supported on cold rolled sheeting rails, this forming the thermal envelope, air tight layer and giving the requisite fire performance. The external rain screen and render areas will be applied to the insulated carrier panels. The internal walls will be 'independently' dry lined and receive finishes to suit internal application. The roof over the main 'street' and community facility will be a proprietary composite panel system (Kingspan) some of which will receive areas of solar panel array. Surface water shall be to an extensive attenuated soakaway system in the rear courtyard and rainwater collection for grey water usage shall form part of the works. All structural and heavy external landscaping shall form part of the contract works with planting of beds, borders, etc. by the Church.

2.3.4 The Project shall need to achieve a BREEAM Excellent rating in accordance with the Technical Manual BREEAM New Construction 2018. An interim Design Stage Certificate has been obtained from the BRE certifying the Design Stage submission as 77.5% Excellent. Applicants need to be able to provide the ongoing Main Contractor services to achieve and fully support the requirement for the completed scheme to achieve BREEAM Excellent. Successful applicants will be required to understand, administer and comply completely with all the requirements and stipulations forming part of the BREEAM Requirements pursuant to All Saints Church and Representatives obtaining accreditation and certification of the completed building. The successful contractor shall be required to refer to, and take into account of, the current BREEAM assessment report and associated evidence requirements contained with the Contract Tender Package.

The successful contractor shall be required to include for all associated reports, time, costs and supporting information to be submitted to the BREEAM assessor via the Principal Contractor.

## 2.4 INDICATIVE PROCUREMENT TIMETABLE

### 2.4.1 ACTIVITY DATE

Publish PQQ – **26 February 2021**  
 PQQ Questions deadline – **12 March 2021**  
 Deadline for return of PQQ - **31 March 2021**  
 PQQ evaluation - **2 April 2021**  
 Notify PQQ Applicants - **9 April 2021**  
 ITT Bona Fide Tender Letter - **26 April 2021**  
 ITT Confirmation Required - **26 April 2021**  
 Release Tender Documents - **29 April 2021**  
 ITT Questions deadline – **17 May 2021**  
 Deadline for Return of Tenders - **7 June 2021**  
 Analysis and Scoring - **9 June 2021**  
 Notification of Results - **14 June 2021**  
 Contract Notice – **16 June 2021**  
 Award of Contract - **16 June 2021**  
 Contractor to start on site - **28 June 2021**

2.4.2 All Saints Church and Representatives reserves the right to revise the above timetable at any time.

## 2.5 SCOPE OF SERVICES REQUIRED FROM APPLICANTS

2.5.1 The scope of disciplines required for the Project are:

- Lot 1 – Main (Principal) Contractor Services

2.5.2 The scope of services required for each lot will be fully defined within the Invitation to Tender ("ITT") documents and will be in accordance with industry standard roles. The scope of services required for each lot are defined in Section 3 and will be in accordance with industry standard roles, responsibilities and deliverables for a project of similar type and scale to the Project and procured via a traditional procurement route and utilising a JCT ICD 2016 form of contract. All Saints Church and Representatives will also require that the selected Main (Principal) Contractor will provide Collateral Warranty agreements for all Contractor Design and Subcontracted Elements.

Warrantees will also be required for all components and system installations required as part of the contract works and all warrantees will need to cover materials, workmanship and performance without exception.

2.5.3 For the purposes of completing this PQQ (and providing a performance Bond in later sections) an overall (total) budget allowance for The Project shall be 2.6 million £.

## 2.6 ALL SAINTS CHURCH REPRESENTATIVE

2.6.1 All Saints Church Representative is Lucas Bostdorff who shall be contactable in accordance with section 3.4 at the following email address [tenders@trurolifehouse.uk](mailto:tenders@trurolifehouse.uk).

2.6.2 All Saints Church and Representatives reserves the right to change the identity of the Representative at any time.

## 2.7 IMPORTANT NOTICES

### General

2.7.1 Applicants are required to complete this PQQ in full. This will provide All Saints Church and Representatives with information relating to the Applicant's general professional, economic and financial standing, experience and technical capacity. This information will be used for selection purposes only. Selection to be invited to tender does not imply any representation by All Saints Church and Representatives as to the Applicant's financial stability, technical competence, relevant experience or ability to carry out the Project.

2.7.2 It is each Applicant's responsibility to ensure All Saints Church and Representatives is not misled. The information provided in an Applicant's PQQ submission will be relied upon by All Saints Church and Representatives and taken to be complete, true and accurate. If it is subsequently determined that any information supplied was inaccurate, incomplete or untrue and was relied upon for selection purposes, All Saints Church and Representatives reserves the right to exclude the relevant Applicant from the procurement process. In addition, All Saints Church and Representatives reserves the right to pursue the excluded Applicant for all costs which may be incurred in re-commencing this procurement.

2.7.3 Each Applicant should ensure that it has read the guidance in this PQQ in full prior to responding, as the information it provides will be relied upon by All Saints Church and Representatives as being complete, true and accurate.

2.7.4 Successful applicants will be required to understand and comply completely with all the requirements and stipulations forming part of the funded works in particular, but not exclusive of, the European Regional Development Fund Requirements and HM Government Guidelines.

### Confidentiality

2.7.4 It is a condition of each Applicant's involvement in this procurement process that it undertakes to keep confidential all matters relating to this procurement process and all other information, whether written or oral, concerning the business and affairs of All Saints Church and Representatives, which it has received or obtained as a result of the information supplied to it in connection to this procurement, or in any discussions relating to it. Each Applicant shall not disclose that it has been invited to take part in this procurement, nor discuss the submission that it intends to make, other than with professional advisors which need to be consulted.

2.7.5 The conditions referred to in Section 2.7.4 above shall apply equally to any subcontractor or professional advisor consulted by the Applicant (or any Relevant Organisation) and it shall be its responsibility to ensure that any such subcontractor or professional advisor abides by the terms of this PQQ.

2.7.6 If an Applicant fails to observe its undertakings set out in the Sections 2.7.4 and 2.7.5 above, or in any other way does not treat this PQQ as confidential, All Saints Church and Representatives may, without limitation to any other remedies it may have, reject the relevant Applicant's PQQ submission and prevent it from proceeding further in this procurement process.

### **Accuracy of the Information and Liability of All Saints Church and Representatives**

2.7.7 This PQQ, the subsequent ITT and the information contained within them have been prepared by All Saints Church and Representatives in good faith but All Saints Church and Representatives does not purport it to be comprehensive or to have been independently verified. Applicants should not rely on the information contained therein and should carry out their own due diligence checks and verify the accuracy and completeness of the information upon which they shall later rely in subsequent tender process(es) and the Construction Phase. Nothing in this PQQ is or shall be a promise or representation as to the future conduct of All Saints Church and Representatives.

2.7.8 Applicants considering entering into a contractual relationship with All Saints Church and Representatives should make their own enquiries and investigations of All Saints Church and Representatives' requirements beforehand.

2.7.9 The subject matter of this PQQ and the following procurement process shall only have contractual effect when it is contained in the express terms of an executed contract. No statement or thing contained in this PQQ or made or undertaken as part of this procurement process is intended to or shall be taken as constituting a contract, agreement, warranty or representation between All Saints Church and Representatives and any other party.

2.7.10 All Saints Church and Representatives has not made and is not making any contract, agreement, warranty or representation that a contract will be offered in accordance with this PQQ.

2.7.11 None of All Saints Church and Representatives 's officers, agents or advisors make any representation or warranty as to, or accept any liability or responsibility in relation to, the adequacy, accuracy, reasonableness or completeness of the information included in this PQQ.

2.7.12 All Saints Church and Representatives does not accept any responsibility for any pre contractual representations made by it or on its behalf.

2.7.13 Each Applicant remains responsible for all costs and expenses incurred by it (including any Relevant Organisation), or by any third party acting under instructions from such Applicant in connection with its submissions, and all other work, discussions and or communications in relation to this procurement whether incurred directly by them or their advisors or subcontractors.

2.7.14 The terms of any contractual documentation are subject to contract and entirely without prejudice to the legal position of All Saints Church and Representatives.

2.7.15 All Saints Church and Representatives is not committed to any course of action as a result of issuing this PQQ or discussions with any party in respect of it. All Saints Church and Representatives reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the procurement at all. Cancellation of the procurement process at any time and/or under any circumstances will not render All Saints Church and Representatives liable for any costs or expenses incurred or purported to be incurred by Applicants during the procurement process.

### **Canvassing**

2.7.16 Any Applicant which, in connection with this procurement process:



2.7.16.1 Offers any inducement, fee or reward to any member or officer of All Saints Church and Representatives or any person acting as an advisor for All Saints Church and Representatives in connection with this procurement;

2.7.16.2 does anything which would constitute an offence under the Bribery Act 2010;

2.7.16.3 canvasses any of the persons referred to above in connection with this procurement; and/or

2.7.16.4 contacts any officer of All Saints Church and Representatives about any aspect of this procurement in a manner not permitted by this PQO, will be disqualified (without prejudice to any other civil remedies available to All Saints Church and Representatives and without prejudice to any criminal liability which such conduct by an Applicant may attract).

### **Non-Collusion**

2.7.17 Any Participant which, in connection with this procurement:

2.7.17.1 Fixes or adjusts the amount of any subsequent tender (or its pricing proposals submitted as any time during the ITT stage of the procurement process) by or in accordance with any agreement or arrangement with any other Applicant;

2.7.17.2 Enters into any agreement or arrangement with any other Applicant that it shall refrain from taking part in the procurement process or producing a tender or as to the amount of any tender to be submitted (or its pricing proposals submitted during the ITT stage of the procurement process);

2.7.17.3 Causes or induces any person to enter such agreement as is set out in Section 2.7.17.1 or 2.7.17.2 above or to inform the Applicant of the amount or approximate amount of any rival tender (or its pricing proposals submitted during the ITT stage of the procurement process);

2.7.17.4 Canvasses any of the persons referred to above or any other person associated with All Saints Church and Representatives in connection with this procurement process;

2.7.17.5 Offers or agrees to pay or gives or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender any act or omission; and/or

2.7.17.6 Communicates to any person other than All Saints Church and Representatives, the amount or approximate amount of its pricing proposals submitted at the ITT stage of the procurement process (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of any such pricing proposals or the tender, for example, for insurance, a contract, guarantee, bond or performance bond), will be disqualified (without prejudice to any other civil remedies available to All Saints Church and Representatives and without prejudice to any criminal liability that such conduct by an Applicant may attract). Applicants are required to sign the Certificate of Non-Collusive Tendering and Canvassing provided at Section 7 of this PQO.

## Publicity

2.7.18 Applicants shall not undertake (or permit to be undertaken) at any time, whether at this stage, at any other stage of the procurement process or after any contract award, any publicity activity with any section of the media in relation to this procurement other than with the prior written agreement of All Saints Church and Representatives. Such agreement of All Saints Church and Representatives shall extend to the content of any publicity. In this section the word 'media' includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large and the representatives of such media. Should any such publicity be permitted by All Saints Church and Representatives the applicants are advised that **all** such undertakings in this respect shall be in accordance with the publicity requirements of all the funding bodies, including but not exclusive of, the latest edition of the European Regional Development Fund and European Social Fund Branding and Publicity Requirements and HM Government Identity Guidelines. Should the applicants fail to abide by these stipulations the applicants shall be liable for any loss to All Saints Church and Representatives for any such breach made by the applicants that directly caused such loss.

## All Saints Church and Representatives' Right to Reject PQQ Submissions or Vary the Process

2.7.19 The issue of this PQQ in no way commits All Saints Church and Representatives to award any contract pursuant to this procurement process. All Saints Church and Representatives is not bound to accept the lowest or any tender and reserves the right to accept any tender either in whole or in part or parts. Nothing in this shall oblige All Saints Church and Representatives to award any contract and All Saints Church and Representatives shall be able, in its sole discretion, in writing, to withdraw from this procurement process, cancel the process and/or consider alternative procurement options. All Saints Church and Representatives reserves the right to vary or amend this PQQ and this procurement process in general, in writing. All Saints Church and Representatives reserves the right, subject to relevant legislation, at any time to reject, in writing, any PQQ submission.

## Provision of Further Information by Participants

2.7.20 Following the completion and submission of an Applicant's PQQ submission, All Saints Church and Representatives reserves the right to require further information or clarification from such Applicant in the manner described in Section 4.3 of this PQQ.

## Conflicts of Interest

2.7.21 Each Applicant should advise All Saints Church and Representatives, as soon as practicable, in the event a conflict of interest arising in respect of its PQQ submission. In such circumstances, All Saints Church and Representatives may require further information from the relevant Applicant but reserves the right to disqualify any such Applicant from further involvement in the procurement process in the event of a conflict of interest arising.

## Law

2.7.22 The laws of England will apply to this PQQ and this procurement generally.

## **3 – INSTRUCTIONS FOR COMPLETION**

### **3.1 SUBMISSION INSTRUCTIONS**

3.1.1 Applicants are required to complete and sign their PQQ submissions as instructed (including all supporting information) and return their completed PQQ submission (including all supporting information) to All Saints Church Representative in accordance with the submission instructions in this section 3.1. Applicants must not send memory sticks or similar media devices.

3.1.2 Applicants should not submit, either in printed format or electronically, any promotional material not relevant to the PQQ as this will not be taken into account by All Saints Church and Representatives.

3.1.3 The electronic PQQ submissions must be in printed document format (.pdf) for use with Adobe Acrobat. Drawings, charts and any other supporting documentation should be embedded or included as (.jpg) file or printed document format (.pdf) for use with Adobe Acrobat. Files must be in tamper proof format or protected to prevent unauthorised editing. An index should be included to clearly identify and itemise the contents of each submission.

3.1.4 The completed PQQ submission must be received by All Saints Church Representative no later than 17:00 hours on **31 March 2021**

3.1.5 Applicants are required to return their PQQ submission for the attention of Lucas Bostdorff, by e-mail, to All Saints Church Representative in accordance with section 2.6.1.

3.1.6 It is Applicants' responsibility to ensure that their PQQ submissions are received by All Saints Church Representative by the deadline. All Saints Church and Representatives shall have no responsibility in relation to PQQ submissions which are not submitted on time or are non-compliant and reserves the right to reject any such PQQ submissions in their entirety and not consider the relevant Applicant further in the procurement process.

### **3.2 COMPLETION INSTRUCTIONS**

3.2.1 Applicants should register their intention to respond to this PQQ by sending an e-mail to All Saints Church Representative and therein provide a single point of contact with name, position, e-mail address, telephone number and address clearly stated. All Saints Church and Representatives shall not be responsible for contacting Applicants through any route other than the nominated point of contact. Applicants must therefore undertake to notify All Saints Church Representative of any changes relating to the contact promptly.

3.2.2 Applicants should seek guidance/clarification as soon as practicable from All Saints Church Representative if they have any doubt with regard to the clarity of any part of this PQQ in accordance with Section 3.4.

3.2.3 All Applicants must complete Section 5 (Questionnaire), Section 6 (Declarations) and Section 7 (Certificate of Non-Collusive Tendering and Canvassing) of this PQQ, This PQQ includes one (1) version of Section 5.10, one for each lot and the relevant lot title is clearly stated at the top of each Section 5.10. When completing Section 5.10, Applicants are required to complete the version of Section 5.10 relevant to the lot(s) they are applying for.



3.2.4 Applicants must complete this PQQ in full and answer all questions as accurately and concisely as possible. If it is felt a question is not relevant or applicable to the Applicant it should enter "N/A", "NO", "NONE", or "NOT APPLICABLE" along with an explanation justifying this approach. Blank spaces are not acceptable. Failure to provide the required information or to make a satisfactory response to any question within this PQQ may mean that an Applicant is not invited to participate further in the procurement process.

3.2.5 The information supplied in Applicants PQQ submissions will be checked by All Saints Church and Representatives for completeness and compliance before responses are evaluated. Information supplied throughout the procurement process will be checked for consistency.

3.2.6 Applicants should enter their answers to each question in Sections 5.1 to 5.9 of this PQQ in the spaces provided; these spaces can be expanded to fit your answers to the questions. Applicants may use continuation sheets and supporting information if necessary. For Section 5.10, Applicants are required to use continuation sheets to submit their responses and select the boxes in the PQQ to confirm they have enclosed their responses. All continuation sheets and supporting information must be clearly numbered and cross referenced to the relevant question and the name of the organisation.

3.2.7 All questions and supporting information must be presented and answered in English. All PQQ submissions, including accounts and other information requested, which are not in the English language, must be accompanied by an English translation and a certificate by a bona fide independent translator attesting the authenticity of the translation.

3.2.8 The declaration at Section 6 shall be signed by a Director, Partner or authorised representative of your organisation.

3.2.9 Where any question refers to relevant UK legislation/codes of practice etc, Applicants not currently operating in the UK should answer on the basis of the applicable laws within their domestic jurisdiction. Any financial information not in GBP will be converted at the rate applying on the first day of the month that this PQQ submission is due to be returned.

3.2.10 Failure to provide any required information or provide a satisfactory response to any question in this PQQ, including failing to supply supporting documentation referred to, in accordance with the requirements of this PQQ may result in a PQQ submission being non-compliant and may result in the particular Applicant not be invited to participate further in this procurement process.

### **3.3 CONSORTIA, UNINCORPORATED JOINT VENTURES AND SUBCONTRACTING ARRANGEMENTS**

3.3.1 For the purposes of evaluation, All Saints Church and Representatives needs information about each of the members of any proposed consortium and each proposed Significant Subcontractor to assess the overall service proposed by the Applicant.

3.3.2 The term "Relevant Organisation" in this PQQ refers to all consortium members and Significant Subcontractors. Where a consortium or sub-contracting approach is proposed, Section 5 (Questionnaire) of the PQQ must be completed separately for each of the Lead Organisation and each Relevant Organisation. For example, if the Applicant is made up of the Lead Organisation and four (4) Relevant Organisations, the Applicant will submit Section 5 (Questionnaire) five (5) times. Section 6 (Declaration) and Section 7 (Certificate of Non-Collusive

Tendering and Canvassing) must be completed once, signed by the Lead Organisation and all Relevant Organisations. In some cases, a Relevant Organisation may not be able to give all of the information requested. In these circumstances, the Lead Organisation should identify clearly why a Relevant Organisation cannot provide that information.

3.3.3 Collectively, each entity which wishes to take part in this procurement process (whether it is a single organisation or a consortium) is referred to as an Applicant. If an Applicant is a single organisation it should complete its PQO submission providing details for the Lead Organisation only.

**Please note that if an Applicant is selected to continue in the procurement further, the ITT documentation will be issued to the nominated Lead Organisation only.**

3.3.4 All Saints Church and Representatives recognises that existing arrangements in relation to consortia and sub-contracting may be subject to future change. Applicants should therefore respond in the light of any such arrangements as are currently envisaged.

3.3.5 In the event that an Applicant proposes a change in the membership of its consortium/Significant Subcontractors following the submission of this PQO, the Lead Organisation must immediately inform All Saints Church and Representatives of such change (both additional members and departing members). Applicants must also notify All Saints Church and Representatives immediately if any other information provided in their PQO submission changes during this procurement process. This will allow All Saints Church and Representatives to reassess the Applicant's changed response to the PQO. All Saints Church and Representatives reserves the right to refuse to consider or consent to changes in consortia or Significant Subcontractors and/or to deselect any Applicant whose proposed change means that the Applicant no longer meets All Saints Church and Representatives' minimum standards as set out in this PQO and/or if any proposed change would have an effect on the ranking of Applicants selected to be invited to tender.

3.3.6 Without prejudice to the matters set out in this Section 3.3, in the event that any Applicant fails the minimum standards for economic and financial standing at a later stage in the procurement process, All Saints Church and Representatives reserves the right during the tender stage, in its absolute discretion, to require an Applicant's parent company (or other guarantor, if approved by All Saints Church and Representatives) to provide additional security (in a form specified by All Saints Church and Representatives) in the event a contract(s) is awarded to such Applicant. If such security is not forthcoming or is provided in a form other than the form specified by All Saints Church and Representatives, All Saints Church and Representatives reserves the right to reject the relevant Applicant.

### **3.4 APPLICANT QUERIES ABOUT THE PROCUREMENT**

3.4.1 All Saints Church and Representatives will not enter into detailed discussion on the specific requirements of the Project at this stage.

3.4.2 If an Applicant has any doubt with regard to the clarity of any question contained in this PQO then it should raise a clarification question in writing by e-mail to All Saints Church Representative in accordance with section 2.6.1. All clarification questions must be received by All Saints Church Representative no later than 17:00 hours on **12 March 2021**

3.4.3 All Saints Church and Representatives will endeavour, so far as is practicable, to respond to all clarifications and questions received prior to the deadline set out in section 3.4.2 above and to provide Applicants with any additional information to which All Saints Church and Representatives has access. However, All Saints Church and Representatives shall not be obliged to comply with any such request and does not accept liability or responsibility for failure to provide any information requested.

3.4.4 All queries received, together with replies and clarifications on the points raised, may be circulated to all Applicants. If an Applicant believes a query and/or its response relates to a confidential aspect of its PQO submission, it must mark the query as 'confidential'. If All Saints Church and Representatives agrees that the query and/or its response should be answered confidentially, All Saints Church and Representatives will send a response only to the Applicant that submitted the query. If All Saints Church and Representatives is of the opinion that in the interests of open and fair competition it would be inappropriate to answer the query/request on a confidential basis it will notify the Applicant and require the Applicant to either withdraw the query or to raise any objection within two (2) working days of such notification and state the grounds for its objection. If the Applicant does not withdraw the query/request or raise any objection within the specified period, or if All Saints Church and Representatives are of the opinion that, notwithstanding the objection of the Applicant, the query/request is not confidential, All Saints Church and Representatives may issue the query and its response to all of the Applicants. Where responses are made to all Applicants these will be provided on an anonymous basis so as not to identify either the Applicant who raised the query or the recipients of the responses.

## **4 - EVALUATION AND CLARIFICATION BY ALL SAINTS CHURCH AND REPRESENTATIVES**

### **4.1 EVALUATION PROCESS**

#### **PQQ Stage**

4.1.1 The PQQ evaluation process evaluates Applicants responses to the questions within the PQQ to assess if they meet All Saints Church and Representatives minimum standards in respect of economic, financial, technical and professional standing. The evaluation model which All Saints Church and Representatives uses is a combination of "Pass or Fail" and "Scored and Weighted" criteria and this is explained further below at Section 4.2.

4.1.2 Before evaluating a PQQ submission, All Saints Church and Representatives will check the submission for compliance. In the event an Applicant has not completed all sections of this PQQ or not provided all the Required Information (explained further below) All Saints Church and Representatives reserves the right to exclude that Applicant from the procurement process as a whole.

4.1.3 All PQQ submissions will then be evaluated consistently and objectively according to the principles set out in the PQQ. To ensure consistency in evaluation and scoring, the project team in charge of the procurement exercise will review all PQQ submissions as a team.

4.1.4 Where a PQQ submission is being completed by an Applicant which is a consortium and/or is relying on Significant Subcontractors the following will apply:

4.1.4.1 for "Pass or Fail" questions all Relevant Organisations will be required to achieve a "pass" in relation to all questions; and

4.1.4.2 for "Scored and Weighted" questions, All Saints Church and Representatives will provide the Applicant with a global score for each question taking into account the responses received from each Relevant Organisation and looking at the Applicant's submission as a whole.

4.1.5 If an Applicant is awarded a pass or qualified pass for all of the "Pass or Fail" questions then its total score for the "Scored and Weighted" questions will be compared against the other Applicants.

#### **ITT Stage**

4.1.6 The award criteria that will apply at the ITT stage will be based on a combination of price, company profile, technical understanding, programme/team and project vision criteria. The overall quality/methodology criteria will be assessed against the submitted responses. Overall quality will represent 50% of the available score. The price criteria will be assessed against the Applicant's tender value and will represent 50% of the available score. The award criteria will be detailed in full within the ITT document issued to those Applicants subsequently invited to tender. Questions asked at PQQ stage will not be repeated at ITT stage although further questions requesting further information/detail related to the original PQQ questions/answers and/or information provided at PQQ stage may well be required/used, at the absolute discretion of 'All Saints Church and Representatives' to support the overall ITT assessment and scoring process.

## 4.2 METHODOLOGY FOR PQQ EVALUATION

4.2.1 The PQQ submissions to be returned by the Applicant will be in the following Sections:

Section 5 – Questionnaire

Section 6 – Declaration

Section 7 – Certificate of Non-Collusive Tendering and Canvassing

4.2.2 The PQQ evaluation methodology for the selection of Applicants is given below:

SECTION	MODULE	EVALUATION METHODOLOGY	WEIGHTING
5.1	Applicant Details	Required Information	N/A
5.2	Grounds for Exclusion	Pass/Fail	N/A
5.3	Financial Matters	Pass/Fail	N/A
5.4	Health and Safety	Pass/Fail	N/A
5.5	Environmental Management and Sustainability	Pass/Fail	N/A
5.6	Equality and Diversity	Pass/Fail	N/A
5.7	Mandatory Insurances	Pass/Fail	N/A
5.8	Legal Matters and Disputes	Pass/Fail	N/A
5.9	Quality Management	Pass/Fail	N/A
5.10.1	<b>CV's</b> - Ability, Experience and Technical Capacity	Scored and Weighted	25%
5.10.2	<b>Project Examples</b> - Ability, Experience and Technical Capacity	Scored and Weighted	15%
5.10.3	<b>Track Record and Achievement</b> - Ability, Experience and Technical Capacity	Scored and Weighted	30%
5.10.4	<b>Capability Statement</b> - Ability, Experience and Technical Capacity	Scored and Weighted	20%
5.10.5	<b>Organisation</b> - Ability, Experience and Technical Capacity	Scored and Weighted	10%
6	Declaration	Required Information	N/A
7	Certificate on Non-Collusive Tendering and Canvassing	Required Information	N/A

4.2.3 **'Required Information'** - Some questions in this PQQ are for information purposes only and will not be subject to a pass or fail evaluation or scored. However, these questions ask the Applicant for information required by All Saints Church and Representatives and failure to provide the information may lead to disqualification for non-compliance. These questions are clearly marked as Required Information.

4.2.4 **'Pass or Fail'** - Some of the questions in this PQQ relate to minimum requirements of All Saints Church and Representatives in relation to the response received from an Applicant. These

questions are clearly marked as Pass or Fail. Applicants responses to these questions will be classed as follows:

**Pass**, meaning that the response has fully satisfied All Saints Church and Representatives requirements; or

**Fail**, meaning that the response has not satisfied All Saints Church and Representatives requirements and the relevant Applicant will be excluded from further participation in the procurement process.

4.2.5 If an Applicant fails any of the Pass or Fail questions All Saints Church and Representatives will not evaluate that PQQ submission further.

4.2.6 **'Scored and Weighted'** - The questions in Section 5.10 of this PQQ will be scored and weighted by All Saints Church and Representatives. These questions are clearly marked as Scored and Weighted. The basis on which each question will be scored is set out in Section 4.2.7 below. Once each question has been scored, the score will be weighted according to its importance to the Project. For example, if an Applicant scores 8 on a question with a weighting of 0.15 it will receive a total weighted score of 1.2 for that question.

4.2.7 Scores will be awarded from 0 – 10 with graduations between the scores defined below:

SCORE	DEFINITION	INTERPRETATION
10	Excellent	Complete demonstration of the capacity and/or capability to deliver the project in relation to the criteria being assessed within the relevant section/question and excellent evidence to support the response.
8	Good	Almost complete demonstration of the capacity and/or capability to deliver the project in relation to the criteria being assessed within the relevant section/question and good evidence to support the response.
6	Acceptable	Acceptable, although incomplete, demonstration of the capacity and/or capability to deliver the project in relation to the criteria being assessed within the relevant section/question with some evidence to support the response.
4	Reservations	Minor reservations over the adequacy of demonstration of the capacity and/or capability to deliver the project in relation to the criteria being assessed within the relevant section/question with a lack of convincing evidence to support the response.
2	Major Reservations	Serious reservations over the adequacy of demonstration of the capacity and/or capability to deliver the project in relation to the criteria being assessed within the relevant section/question with little and/or poor evidence to support the response.
0	Unacceptable	Failed to address the question/issue and/or provided insufficient information to consider demonstration of the capacity and/or capability to deliver the project in relation to the criteria being assessed within the relevant section/question with little and/or no evidence to support the response.



4.2.8 The weighting that applies to each question is set out in each Scored and Weighted question together with the maximum weighted score available.

### 4.3 CLARIFICATIONS

4.3.1 During the course of the evaluation process, clarifications may be sought by All Saints Church and Representatives as follows:

4.3.1.1 Clarifications may be requested by All Saints Church and Representatives in writing (via email) for the purposes of confirming aspects of an Applicant's PQQ submission which are unclear, inconsistent or ambiguous. It is not an opportunity for Applicants to supplement or enhance their PQQ submission.

4.3.1.2 All Saints Church and Representatives questions may be standard questions asked of all Applicants and/or specific questions relating to an individual Applicant's submission. Information and clarification received by All Saints Church and Representatives may be used to inform its evaluation of PQQ submissions.

4.3.2 Clarifications may be sought in the following circumstances:

4.3.2.1 Where the Applicant has made an "obvious mistake", in the sense that it is plainly apparent what the Applicant's intentions were, but this intention was not correctly communicated in the PQQ submission. Some examples are:

(i) administrative mistakes - such as, referring to a document "attached" to the PQQ submission, which has been omitted;

(ii) "typos" such as, where percentages in a column add up to 10%, but 100% has been written (the extra "0" added by mistake);

(iii) glaring omissions, such as, the working of a calculation has been shown, but the answer left blank;

(iv) inconsistencies and confused document structure, such as, when there is conflicting information in the document. For example, inclusion of a statement that there will not be any sub-contracting by the Applicant, and additionally a list of sub-contractors the Applicant is proposing to use (but see comment on general quality of PQQ submission below); and/or

(v) a whole section being omitted.

4.3.3 Applicants should be aware that All Saints Church and Representatives is under no obligation to seek clarification and it is the responsibility of the Applicant to ensure that its responses are unambiguous and complete and to seek clarification if necessary of All Saints Church and Representatives requirements.

## **5 – QUESTIONNAIRE**

### **PRE-QUALIFICATION QUESTIONNAIRE**

#### **FOR**

#### **MAIN (PRINCIPAL) CONTRACTOR SERVICES FOR**

#### **THE TRURO LIFEHOUSE PROJECT**

#### **FOR**

**ALL SAINTS CHURCH,  
HIGHTERTOWN,  
TRURO  
TR1 3LD**

**All Saints PCC – Charity No. 1179768**

Contract Reference	<b>THE TRURO LIFEHOUSE PROJECT</b>
Name of Tendering Organisation	
Name of the Applicant in whose name the tender will be submitted	
Contact e-mail address	



Identify below the lot(s) this PQQ is applicable to:

☐

LOT 1

MAIN (PRINCIPAL) CONTRACTOR SERVICES

This PQQ must be completed in accordance with the instructions set out within Section 3

**5.1 APPLICANT DETAILS****NOTE TO APPLICANT:**

Each question in this Section 5.1 is **Required Information** only and will not be subject to a pass/fail or scored evaluation. This section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.1.1	Are you the Lead Organisation or a Relevant Organisation?		
5.1.2	Name and Address of Organisation for Enquiries.		
5.1.3	Registered Office of Organisation if different from the above.		
5.1.4	Companies House Registration Number or equivalent.		
5.1.5	Charity Registration Number.		
5.1.6	If a Registered Company, please state if you are Limited by Shares, Limited by Guarantee or an Unlimited Company.		
5.1.7	Date of Formation or Registration		
5.1.8	VAT Registration Number		
5.1.9	Contact Details for Enquiries		
5.1.10	Telephone Number for Enquiries		
5.1.11	Email Address for Enquiries		
5.1.12	Website Address		
5.1.13	Is your organisation registered under the Data Protection Act 2018	Yes	No
5.1.14	If yes, please provide the Registration Number.		
5.1.15	Is your organisation		
A	A sole trader?	Yes	No
B	A partnership?	Yes	No
C	A private limited company?	Yes	No
D	A public company?	Yes	No
E	A limited liability partnership?	Yes	No
F	Other – please specify below.	Yes	No
5.1.16	If your organisation is a subsidiary of another company or a member of a group of companies, please give the name, registered office address and registration number of the ultimate holding/parent company and all subsidiaries, and provide details of the group structure and relationships.		

5.1.17	Please give the name, registered office address and registration number of the immediate holding/parent company	
5.1.18	Provide a simple chart outlining your organisation's overall structure and the group structure (if applicable).	
5.1.19	Please provide details of your organisation's Executive Directors/Partners.	
	Name	Responsibility
5.1.20	If the Applicant consists of a Lead Organisation and Relevant Organisation(s) please detail the proposed structure of the intended consortium or Significant Subcontractor relationship.	

**5.2 GROUNDS FOR EXCLUSION****NOTE TO APPLICANT:**

Each question in this Section 5.2 is a **Pass or Fail** question and will be evaluated as set out below. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.2.1 If an Applicant answers no to all of the questions they will pass. If an Applicant answers yes to any question they will fail and will not be invited to participate further in this procurement process.

5.2.2 If an Applicant answers no to all of the questions they will pass. If an Applicant answers yes to any question they will fail and will not be invited to participate further in this procurement process unless the details provided by the organisation provide comfort to 'All Saints Church and Representatives' (at their absolute discretion).

5.2.1	Please answer the questions below, confirming that your organisation and its directors or any other person or persons who have powers of representation, decision or control of the organisation is not in breach of the provisions of Regulation 23(1) of the Public Contracts Regulations 2006 (as amended):		
A	Has there been a conviction of 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, where the offence relates to active corruption?	Yes	No
B	Has there been a conviction of the offence of bribery where the offence relates to active corruption or bribery within the meaning of section 1 or 6 of the Bribery Act 2010?	Yes	No
C	Has there been a conviction of 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 Communities, within the meaning of: <ol style="list-style-type: none"> <li>1. the offence of cheating the Revenue; or</li> <li>2. the offence of conspiracy to defraud; or</li> </ol>	Yes	No

	<p>3. 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; or</p> <p>4. 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; or</p> <p>5. 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; or</p> <p>6. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; or</p> <p>7. 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; or</p> <p>8. fraud within the meaning of section 2.3 or 4 of the Fraud Act 2006; or</p> <p>9. making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006.</p>		
D	Has there been a conviction of money laundering within the meaning of section 340 (11) of the Proceeds of Crime Act 2002?	Yes	No
E	Has there been a conviction of 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 2006?	Yes	No

F	Has there been a conviction of an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1944?	Yes	No
G	Has there been a conviction of any other offence within the meaning of Article 45(1) of the Public Sector Directive?	Yes	No
5.2.2	Please answer the questions below in relation to your organisation:		
A	Is the organisation an individual which is a person in respect of whom a debt relief order has been made or is bankrupt, has a receiving order or administration order or bankruptcy restrictions order or a debt relief restriction order made against them, has made any composition or arrangement with or for the benefit of their creditors, has made any conveyance or assignment for the benefit of their creditors, is unable to pay a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state?	Yes	No
B	Is the organisation a partnership constituted under Scots law? If yes, has the relevant entity been granted a trust deed or become otherwise apparently insolvent, or is it the subject of a petition presented for sequestration of its estate?	Yes	No
C	Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002, is the organisation the subject of an order by the court for the company's winding up - otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of	Yes	No

	a creditor appointed in respect of the company's business or any part thereof or is the subject of the above procedures or is the subject of similar procedures under the law of any other state?		
D	Has the organisation or any of its directors been convicted of a criminal offence relating to the conduct of its business or profession?	Yes	No
E	Has the organisation or any of its directors been convicted of an act of grave misconduct in the course of its business or profession?	Yes	No
F	Has the organisation been found to have failed to fulfil its obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which that organisation is established	Yes	No
G	Has the organisation or any of its directors been convicted of serious misrepresentation in providing any information required of them under the regimes set out in Section 5.2.1 or Section 5.2.2?	Yes	No
H	Has your company or any of its Directors and 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?	Yes	No
I	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 the suppliers Product Liability Insurance policy requirements and been accepted by insurers?	Yes	No
J	Has your company or any of its Directors and Executive Officers been in receipt of enforcement/remedial orders that are still unresolved (such as those in relation to:	Yes	No

	Environment Agency or Office of Rail Regulation enforcement), in the last three years?		
	If you have answered yes to any question in Section 5.2.2, please provide full details		



### 5.3 FINANCIAL MATTERS

#### NOTE TO APPLICANT:

Each question in this Section 5.3 is a Pass or Fail question and will be evaluated as set out below.

This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.3.1 The organisation will pass this question unless (i) the organisation fails to provide the relevant information or (ii) 'All Saints Church and Representatives' considers (having taken advice from its professional advisers) that the information submitted by the organisation indicates that the organisation does not have sufficient financial strength to successfully deliver the Project.

5.3.2 If this question applies, the organisation will pass this question unless (i) the question is applicable to the organisation and the organisation fails to provide the relevant information or (ii) 'All Saints Church and Representatives' considers (having taken advice from its professional advisers) that the information submitted by the organisation indicates that neither the organisation or the parent organisation have sufficient financial strength for the organisation to successfully deliver the Project.

5.3.3 The organisation will pass this question unless (i) the question is applicable to the organisation and the organisation fails to provide the relevant information, (ii) 'All Saints Church and Representatives' considers (having taken advice from its professional advisers) that the information submitted by the organisation indicates that the organisation does not have sufficient financial strength to successfully deliver the Project or (iii) the organisation confirms that the organisation or parent organisation has ceased trading.

5.3.4 If the organisation answers no it will pass this question. If the organisation answers yes but the details provided by the organisation satisfy 'All Saints Church and Representatives' (having taken advice from its professional advisers) that this does not bring the organisation's financial standing into question, the organisation will be awarded a pass.

5.3.5 If the organisation answers no it will pass this question. If the organisation answers yes but the details provided by the organisation satisfy 'All Saints Church and Representatives' (having taken advice from its professional advisers) that this does not bring the organisation's financial standing into question, the organisation will be awarded a pass.

5.3.6 The organisation will pass this question unless (i) it fails to provide the information required and the signed and completed Bank Authorisation Form; or (ii) if the organisation's banker does not provide a reference or provides a reference which is considered by 'All Saints Church and Representatives' (at its absolute discretion) to be a negative reference the organisation will fail.

5.3.7 The organisation will pass this question unless (i) it fails to provide the information required. Please note that the value of the Bond is subject to the scoring criteria

5.3.1	Are you are a start-up business that has not reported accounts to the Revenue or Companies House? If yes please provide a forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, or an alternative means of demonstrating financial status. If No please proceed to question 5.3.2.	Yes	No
		ATTACHED	
A	Forecast of Turnover for the Year	Yes	No
B	Statement of Funding	Yes	No
C	Full Notes on Financial Status	Yes	No
5.3.2	Are you are an unincorporated business (sole traders and partnerships)? If yes please provide a copy of the most recent accounts that contain turnover, profit before tax, and balance sheet covering either the most recent two year period of trading or if trading for less than two years, the period that is available. If accounts are not prepared, provide the relevant pages from the latest tax returns (self-employment pages for sole traders, partnership pages for partnerships) together with the tax assessment. If No please proceed to question 5.3.3.	Yes	No
		ATTACHED	
A	Balance Sheet	Yes	No
B	Accounts (Inc. Profit and Loss)	Yes	No
C	Full Notes to the Accounts	Yes	No
D	Tax Returns	Yes	No
E	Tax Assessment	Yes	No
5.3.3	Are you a small company or a limited liability partnership with a turnover of below the audit threshold (currently 6.5 million) that is not required to prepare audited accounts? If yes please provide a copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two year period of trading or if trading for less than two years, the period that is available. Abbreviated accounts are not acceptable. If No please proceed to question 5.3.4.	Yes	No
		ATTACHED	
A	Balance Sheet	Yes	No
B	Accounts (Inc. Profit and Loss)	Yes	No
C	Full Notes to the Accounts	Yes	No

D	Director's Report	Yes	No
5.3.4	Are you are a medium to large incorporated entity and/or any other organisation that is required to prepare audited accounts? If yes please provide audited accounts for the organisation for the last three years of trading (or if you have not been trading for three years then the longest period available), including as a minimum:	Yes	No
		ATTACHED	
A	Balance Sheet	Yes	No
B	Audited Accounts (Inc. Profit and Loss)	Yes	No
C	Full Notes to the Accounts	Yes	No
D	Director's Report	Yes	No
E	Auditor's Report	Yes	No
5.3.5	If the organisation is a subsidiary of a group provide the requested applicable financial information above for the last three years of trading (or if you have not been trading for three years then the longest period available), for the parent organisation, including as a minimum:	Yes	No
		ATTACHED	
A	Balance Sheet	Yes	No
B	Profit and Loss Account	Yes	No
C	Full Notes to the Accounts	Yes	No
D	Director's Report	Yes	No
E	Auditor's Report	Yes	No
5.3.3	If the accounts submitted (required for 5.3.1 to 5.3.5 as applicable) are for a year ended more than 10 months ago, confirm that the organisation, and the parent organisation, where applicable, is still trading and provide a statement of turnover since the last set of published accounts.	Yes	No
5.3.4	Does the organisation have any material pending or threatened litigation or claims outstanding against it or contingent liabilities that are not referred to in the accounts submitted which may have a material impact on the organisation's accounts?	Yes	No
	If yes, please provide details		

5.3.5	Are there any other significant financial matters not referred to in your accounts that may impact on your organisation in the near future, i.e. mergers, take-overs, rationalisation or contingent liability?	Yes	No
	(If yes, please give details)		
5.3.6	In order to assess the organisation's suitability to undertake a Project of this size and nature references will be required from the organisation's bankers. Please complete the Bank Authorisation Form below, completing all the required information. The Bank Authority Form must be signed by a Director/Partner who has the authority to do so within your organisation, and whose signature will be taken as the requisite authority by your bank.		
5.3.7	A Bond will be required – please provide details of the Bond, bond value and the Bond Provider.		

BANK AUTHORISATION FORM		
1	Name of your bank	
2	Name of your branch	
3	Address of your branch	
4	Bank Sort Code	
5	Account number	
6	Name of your organisation (the "Organisation")	

I hereby authorise you to supply All Saints Church and Representatives information on the financial status of the Organisation, banker's reference and legal charges against the Organisation, together with details of any mortgages.

I consent to ..... bank debiting my/our account with their standard administration fee.

7	Signature	
8	Name	
9	Position in Organisation	
10	Date	
11	Telephone number	
12	E-mail address	

**5.4 HEALTH AND SAFETY****NOTE TO APPLICANT:**

Except questions 5.4.6 and 5.4.9, all questions in this Section 5.4 are Pass or Fail questions and will be evaluated as set out below. Questions 5.4.6 and 5.4.9 are Required Information only and will not be subject to a pass/fail or scored evaluation.

This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.4.1 If the organisation answers yes to this question and provides the relevant information it will pass. If the organisation answers no to this question but provides the relevant information and 'All Saints Church and Representatives' is satisfied (in its absolute discretion) that the relevant information provided demonstrates an equivalent accreditation the organisation will also pass.

5.4.2 If the organisation answers yes to this question it will pass. If it answers no it will fail.

5.4.3 If the organisation encloses a copy of its Health and Safety Policy and the policy provides 'All Saints Church and Representatives' with suitable comfort (at its absolute discretion) that the policy is adequate for the organisation concerned and the Project the organisation will pass. If the organisation either (i) fails to enclose a copy of its Health and Safety Policy; or (ii) the policy enclosed does not provide 'All Saints Church and Representatives' with suitable comfort (at its absolute discretion), the organisation will fail.

5.4.4 If the organisation confirms that its Health and Safety Policy is communicated to its employees and the method of communication provides 'All Saints Church and Representatives' with suitable comfort (at its absolute discretion) that the method of communication allows adequate dissemination of the policy the organisation will pass. If the organisation does not provide the required information or the information provided does not provide 'All Saints Church and Representatives' with suitable comfort that the method of communication allows adequate dissemination of the policy the organisation will fail.

5.4.5 If the organisation confirms that its Health and Safety Policy is monitored, updated and reviewed and the method detailed by the organisation for doing so provides 'All Saints Church and Representatives' with suitable comfort (at its absolute discretion) that the policy is adequately maintained the organisation will pass. If the organisation does not provide the required information or the information provided does not provide 'All Saints Church and Representatives' with suitable comfort that the policy is adequately maintained the organisation will fail.

5.4.6 This question is Required Information only and will not be subject to a pass/fail or scored evaluation.

5.4.7 If the organisation provides the relevant information and the details provided at 5.4.7(F) provide 'All Saints Church and Representatives' with suitable comfort (at its absolute discretion) that the Competent Person is suitably qualified the organisation will pass. If the organisation does not provide the required information or the information provided does not provide 'All Saints Church and Representatives' with suitable comfort that the Competent Person is suitably qualified the organisation will fail.

5.4.8 If the organisation confirms that it provides training and instruction to employees visiting

construction sites and the details provided by the organisation in its answer to this question provides 'All Saints Church and Representatives' with suitable comfort (at its absolute discretion) that employees visiting construction sites will be suitably trained and instructed in Health and Safety the organisation will pass. If the organisation does not provide the required information or the information provided does not provide 'All Saints Church and Representatives' with suitable comfort that employees visiting construction sites will be suitably trained and instructed in Health and Safety the organisation will fail.

5.4.9 This question is Required Information only and will not be subject to a pass/fail or scored Evaluation

5.4.10 If the organisation answers no to this question it will fail. If the organisation answers yes or no, we do not use sub-contractors and the information provided by the organisation provides suitable comfort to 'All Saints Church and Representatives' (at its absolute discretion) that the sub-contractors are suitably assessed and monitored for Health and Safety competence then it will pass.

5.4.11 If the organisation answers no to each part of this question it will pass. If the organisation answers yes to any part(s) of this question but the measures it has taken to resolve the issue provide 'All Saints Church and Representatives' with suitable comfort (at its absolute discretion) that the situation will not occur again the organisation will pass.

5.4.1	Has your organisation registered as a member of any Health and Safety assessment scheme currently part of the Safety Schemes in Procurement Forum, e.g. CHAS, within the last 2 years?	Yes	No
	If yes please:		
A	State which scheme you are a member of		
B	Confirm the date you became a member		
C	Confirm the date your membership expires		
D	Enclose a copy of your membership certificate		
	If no but you hold an equivalent health and safety accreditation please provide evidence of the following:		
A	Name of the accrediting body		
B	Date you became accredited		

C	Date the accreditation expires		
D	Copy of current accreditation certificate		
5.4.2	Applicant's staff that will be utilised on this Project are required to obtain CSCS registration. Please confirm you will obtain CSCS accreditation for relevant staff. If already in place for all staff and will be maintained as such for the duration of the project works – also please circle 'Yes'.	Yes	No
5.4.3	Are you able to demonstrate that you have a policy and organization for health and safety (H&S) management? Please enclose a copy of your Health and Safety Policy indicating when it was last reviewed and under whose authority it was published. The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organization.		
5.4.4	Are you able to describe your arrangements for ensuring that your H&S measures are effective in reducing/ preventing incidents, occupational ill-health and accidents? Please provide details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce/your employees.		
5.4.5	How is your Health and Safety policy monitored, updated and reviewed?		
5.4.6	Provide details of the person with overall responsibility for Health and Safety within your organisation:		
A	Name		



B	Position	
C	Address	
D	Telephone number	
E	E-mail address	
F	Details of Health and Safety qualifications and/or relevant training undertaken	
5.4.7	Provide details of your 'Competent Person' for the provision of health and safety advice, as required by Regulation 7 of the Management of Health and Safety Regulations 1999:	
A	Name	
B	Position	
C	Address	
D	Telephone number	
E	E-mail address	
F	Summarise the CV of the 'Competent Person' named above with details of their professional and health and safety qualifications and associated training/CPD	

5.4.8	Do you have access to competent H&S advice/assistance – both general and construction/sector related? Please provide evidence of how your organization obtains access to competent H&S advice.	
5.4.9	Do you have a policy and process for providing your staff/workforce with training and information appropriate to the types of activity that your organization is likely to undertake? Provide evidence that your organization has in place and implements, training arrangements to ensure that its staff/ workforce has sufficient skills and understanding to discharge their various duties. This should include refresher training (e.g. a CPD programme) that will keep the workforce updated on good H&S practice applicable throughout the company.	
5.4.10	Does your staff/workforce have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the activity that your organization is likely to undertake? You will be expected to demonstrate and provide evidence on request, that your staff/ workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g. trainees.	
5.4.11	Do you check, review and where necessary improve your H&S performance? Please provide evidence that your organization has in place and implements, an ongoing system for monitoring H&S procedures on an ongoing basis and for periodically reviewing and updating that system as necessary.	

5.4.12	Do you have procedures in place to involve your staff/ workforce in the planning and implementation of H&S measures? Please provide evidence that your organization has in place and implements a means of consulting with its staff/ workforce on H&S matters and show how staff/ workforce comments, including complaints are taken into account.	
5.4.13	Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the activity for which they are being engaged? You will be expected to demonstrate and provide evidence on request, that your organization has and implements, arrangements for ensuring that H&S performance throughout the whole of your organization's supply chain is appropriate to the work likely to be undertaken.	
5.4.14	Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary? You will be expected to demonstrate and provide evidence on request that your organization has in place and implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work ('method statements'). You should be able to provide indicative examples. The identification and control of any significant occupational health (not just safety) issues should be prominent.	
5.4.15	Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)? Please provide explanation of how co-operation and co-ordination of the work is achieved in practice, and how other organizations are involved in drawing up method statements/safe systems of work etc. including	

	arrangements for response to emergency situations. This should include details of how comments and input from your suppliers will be taken into account and how external comments including any complaints, will be responded to.			
5.4.16	Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees? You will be expected to demonstrate and provide evidence on request about how you ensure suitable welfare facilities will be in place before starting work on site, whether provided by a site-specific arrangement or your own organizational measures.			
5.4.17	Is your organisation considered a duty holder under the Construction (Design and Management) Regulations 2015?	Yes	No	
	If the answer is yes please provide full details			
5.4.18	If the organisation uses sub contractors other than the Relevant Organisations, does it have a system in place for assessing their competence and the ongoing monitoring and review of their Health and Safety performance.	Yes	No	No, we do not use subcontractors
	If yes, please provide details.			
5.4.19	Do you routinely record and review accidents/incidents and undertake follow-up action? Please provide access to records of accident rates and frequency for all			

	RIDDOR reportable events for at least the last three years. Demonstrate that your organization has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to any enforcement. Has your organisation in the last three years:		
A	Been prosecuted, or have any pending litigation against it, for contravention of the Health and Safety at Work Act 1974, or equivalent legislation?	Yes	No
B	Been the subject of an enforcement action, or have any pending enforcement action, by the Health and Safety Executive or similar body?	Yes	No
C	Been issued with any formal notices, or have any pending formal notices, by the Health and Safety Executive or similar body?	Yes	No
D	Had a fatality or dangerous occurrence	Yes	No
E	Reported any injury, accidents or dangerous occurrences to the health and safety executive or similar body?	Yes	No
	If the answer to any of the above questions is 'yes' please provide full details including, what the outcome of the incident/investigation was and/or full details and current status of any pending incident/investigation and what measures the organisation. Including, but not exclusive of: (i) No. of fatal injuries; (ii) Total number of reportable injuries (RIDDOR); (iii) No. of non reportable injuries recorded; (iv) Accident Incidence Rate (AIR)/100,000 workers.		

**5.5 ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY****NOTE TO APPLICANT:**

Each question in this Section 5.5 is a Pass or Fail question and will be evaluated as set out below.

This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.5.1 If the organisation answers yes to this question and provides its ISO 140001 certificate it will pass. If the organisation answers no to this question but provides the relevant information for its Environmental Management System and this information provides 'All Saints Church and Representatives' with suitable comfort (at its absolute discretion) that the organisation has an adequate Environmental Management System in place the organisation will also pass.

5.5.1	Does your organisation have ISO 14001 Environmental Management System (EMS) certification?	Yes	No
	If the answer is 'yes' please provide a copy of your ISO 14001 certificate.		
	If 'no' but you have an equivalent Environmental Management System, please explain in what respect your Environmental Management System meets the broad requirements of ISO 14001 and detail what alternative measures you have in place and how these compare or differ to the requirements of ISO 14001.		
5.5.2	Do you have a documented policy and organization for the management of construction-related environmental issues? Please provide evidence that you or your organization has an environmental management policy authorized by the Chief executive or equivalent and regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organization		

5.5.3	<p>Do you have arrangements for ensuring that any suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged</p> <p>Please provide evidence that your organization has procedures for monitoring supplier's environmental management arrangements and ensuring that environmental performance appropriate for the activity to be undertaken is delivered throughout the whole of your organizations supply chain.</p>	
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**5.6 EQUALITY AND DIVERSITY****NOTE TO APPLICANT:**

Each question in this Section 5.6 is a Pass or Fail question and will be evaluated as set out below.

This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.6.1 If the organisation answers no to this question it will fail. If the organisation answers yes it will pass.

5.6.2 If the organisation answers yes it will pass. If the organisation answers no but confirmed and answers yes that it has an Equality and Diversity Policy that complies with equivalent domestic legislation it will also pass.

5.6.3 If the organisation confirms that it's Equality and Diversity Policy is communicated to its employees and the method of communication provides 'All Saints Church and Representatives' with suitable comfort (at its absolute discretion) that the method of communication is adequate the organisation will pass.

5.6.4 If the organisation answers no it will pass. If the organisation answers yes but the measures it has taken to resolve the issue provide 'All Saints Church and Representatives' with suitable comfort (at its absolute discretion) that the situation will not occur again the organisation will pass.

5.6.1	Does your organisation comply with its legal obligations in relation to the Equality Act 2010?	Yes	No
5.6.2	Please confirm your organisation has an Equality and Diversity Policy that complies with UK statutory requirements	Yes	No
	If you have answered 'no' confirm that your organisation has an Equality and Diversity Policy that complies with equivalent domestic legislation designed to eliminate discrimination and to promote equal opportunity	Yes	No
5.6.3	How is your Equality and Diversity Policy communicated to your employees?		

5.6.4	In the last three years has your organisation been the subject of a formal investigation and/or any pending investigation on grounds of alleged unlawful discrimination, for example, by the Equal and Human Rights Commission or an equivalent body?	Yes	No
	If yes, please provide full details including, the outcome of that investigation and/or full details and current status of any pending investigation and what measures the organisation has taken in relation to that investigation.		

**5.7 MANDATORY INSURANCES****NOTE TO APPLICANT:**

Each question in this Section 5.7 is a Pass or Fail question and will be evaluated as set out below.

This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.7.1, 5.7.2 and 5.7.3 - For each of these questions, if the organisation provides the relevant information, encloses a copy of the relevant policy certificates and the organisation's current level of cover meets or exceeds the required level, the organisation will pass. If the relevant information is provided and copies of the relevant policy certificates are enclosed but the organisation's current level of cover is below the required level but a quotation from the organisation's insurers is enclosed and shows the required level of cover will be available should the Applicant be successful in this procurement process, the organisation will also pass. If neither are provided the organisation will fail.

5.7.4 If the organisation answers yes to this question it will pass. If the organisation answers no to this question it will fail.

5.7.1	Employers Liability (minimum £10 million Pounds Sterling cover required):	
A	Insurer	
B	Policy number	
C	Amount of cover / Limit of Indemnity (£)	
D	Excess (£)	

E	Limit for a single event (£)		
F	If the amount of cover stated at C above is below £10 million (Pounds Sterling) is a quotation enclosed from the organisation's insurers confirming that the required cover will be available should the Applicant be successful in this procurement process?	Yes	No
G	Deductibles (£)		
H	Expiry Date/Renewal Date		
I	Copy of policy certificate enclosed?	Yes	No
5.7.2	Public Liability (minimum £ 10 million Pounds Sterling cover required):		
A	Insurer		
B	Policy number		

C	Amount of cover / Limit of Indemnity (£)		
D	Excess (£)		
E	Limit for a single event (£)		
F	If the amount of cover stated at C above is below £10 million (Pounds Sterling) is a quotation enclosed from the organisation's insurers confirming that the required cover will be available should the Applicant be successful in this procurement process?	Yes	No
G	Deductibles (£)		
H	Expiry Date/ Renewal Date		
I	Copy of policy certificate enclosed?	Yes	No
5.7.3	Professional Indemnity (minimum £5 million Pounds Sterling cover required):		

A	Insurer		
B	Policy number		
C	Amount of cover / Limit of Indemnity (£)		
D	Excess (£)		
E	If the amount of cover stated at C above is below £5 million (Pounds Sterling) is a quotation enclosed from the organisation's insurers confirming that the required cover will be available should the Applicant be successful in this procurement process?	Yes	No
F	Deductibles (£)		
G	Expiry Date/ Renewal Date		
H	Copy of policy certificate enclosed?	Yes	No

5.7.4	Product Liability Insurance (Where Product is to be supplied) If considered to be 'not in scope' please provide an explanation outlining why this will not be required for the work undertaken.		
A	Insurer		
B	Policy number		
C	Amount of cover / Limit of Indemnity (£)		
D	Excess (£)		
G	Expiry Date/ Renewal Date		
5.7.4	Please confirm that the organisation will maintain the insurances required at questions 5.7.1, 5.7.2 and 5.7.3 for a minimum period of 12 years following Completion of the whole of the services or earlier termination should the Applicant be successful in this procurement process.	Yes	No



**5.8 LEGAL MATTERS AND DISPUTES****NOTE TO APPLICANT:**

Each question in this Section 5.8 is a Pass or Fail question and will be evaluated as set out below.

This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.8.1 If the organisation answers no to each part of this question it will pass. If the organisation answers yes but the measures it has taken to resolve the issue provides 'All Saints Church and Representatives' (at its absolute discretion) that the situation will not occur again the organisation will pass.

5.8.1	In respect of similar services as that anticipated under this Project has the organisation in the last three years:		
A	Been prosecuted, had any Court judgements awarded against it or have any pending litigation against it?	Yes	No
B	Had, or have pending, penalties, default notices or liquidated damages awarded against it?	Yes	No
C	Had, or have pending, a contract terminated or not had a contract renewed due to a failure to perform?	Yes	No
D	Been prosecuted, or have any pending litigation against it, for breach of any UK, EU or equivalent national legislation relating to the environment?	Yes	No
E	Had, or have pending, any notice served upon it by an environmental regulator or authority?	Yes	No

F	Had any finding of unlawful discrimination made against it by any Court of law or industrial or employment tribunal or have any pending litigation against it relating to unlawful discrimination?	Yes	No
G	Been convicted, or have pending litigation against it, for failure to prevent corruption or bribery under section 7 of the Bribery Act 2010?	Yes	No
	If the answer to any of the above is 'yes' please provide full details and the measures taken as a consequence of that investigation/finding/incident		

**5.9 QUALITY MANAGEMENT****NOTE TO APPLICANT:**

Each question in this Section 5.9 is a Pass or Fail question and will be evaluated as set out below.

This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.9.1 If the organisation answers yes to this question and provides its ISO 9001 certificate it will pass. If the organisation answers no to this question but provides the relevant information for its Quality Management System and this information provides 'All Saints Church and Representatives' with suitable comfort (at its absolute discretion) that an adequate Quality Management System is in place then organisation will also pass.

5.9.2 If the organisation answers yes to this question and provides a copy of its Complaints Handling Procedure the organisation will pass. If the organisation answers no but provides details of its processes for complaints handling the organisation will also pass. If the organisation answers yes but does not provide a copy of its Complaints Handling Procedure it will fail. If the organisation answers no and does not provide details of its processes for complaints handling the organisation will also fail.

5.9.1	Does your organisation have ISO 9001 Quality Management System (QMS) certification?	Yes	No
	If the answer is 'yes' please provide a copy of your ISO 9001 certificate.		
	If the answer is 'no' but you have an equivalent Quality Management System, please explain in what respect your Quality Management System meets the broad requirements of ISO 9001 and detail what alternative measures you have in place and how these compare or differ to the requirements of ISO 9001.		
5.9.2	Does your organisation have a Complaints Handling Procedure (CHP)?	Yes	No

	If the answer to the above is 'yes' please provide a copy.	
	If the answer to the above is 'no' please detail the processes your organisation has in place for complaints handling.	
5.9.3	Do you have procedures for periodically reviewing, correcting and improving quality performance? Please provide evidence that your organization has a system for monitoring quality management procedures on an on-going basis. Your organization should be able to provide evidence of systematic, periodic review and improvement of quality in respect of construction output and general performance.	
5.9.4	Do you have arrangements for ensuring that your own suppliers apply quality management measures that are appropriate to the work for which they are being engaged? Please provide evidence that your organization has arrangements for monitoring supplier's/other supply chain members/sub contractors' quality management arrangements and ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your organizations supply chain.	


**LOT 1 – MAIN CONTRACTOR SERVICES****5.10 ABILITY, EXPERIENCE AND TECHNICAL CAPACITY****NOTE TO APPLICANT:**

This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

Each question in this Section 5.10 is a Scored and Weighted question. The information provided by the organisation in response to the questions in Section 5.10 will be evaluated and scored in accordance with the table set out at Section 4.2.7 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.

Where the Applicant is a consortium and/or is relying on Significant Subcontractors (Relevant Organisation) 'All Saints Church and Representatives' will provide the Applicant with a global score for each question in this Section 5.10 taking into account the responses received from the Lead Organisation and each Relevant Organisation and looking at the submission as a whole.

5.10.1	<b>CV's</b> Please provide summary CV details and a structure chart of the proposed team the organisation would allocate and dedicate to the Project should the Applicant be successful in this procurement process. Your proposed team should consist of up to six personnel and cover a range of roles within your organisation, for example:	<b>Weighted Score</b>
	<ul style="list-style-type: none"><li>• Project Director</li><li>• Contracts Manager</li><li>• Site Manager</li><li>• Services Co-ordinator</li><li>• Quantity Surveyor</li><li>• Health and Safety Manager</li></ul> <p>Each CV (maximum of six) should be no more than two sides of A4. Each CV should provide details of the job title, business background and expertise of the named individual, with reference to the time with your company and any relevant specialisms. Relevant experience should focus on projects of similar scale and complexity to the tendered work.</p>	25%
	CVs and Structure Chart ENCLOSED	<div></div>

5.10.2	<p><b>Project Examples</b></p> <p>Please provide details of up to three relevant projects of comparable scale and complexity undertaken by your organisation in the last five years that you consider demonstrate a track record of services similar to the Project. Within the context of the examples relate them to the project being tendered for by:</p> <ul style="list-style-type: none"> <li>• Demonstrating an understanding of the technical issues</li> <li>• Providing feedback or recommendations on relevant technical considerations</li> <li>• Experience of delivering BREEAM accredited (in this case 'Excellent') projects.</li> <li>• Experience of delivering publically and ERDF Funded Projects.</li> </ul> <p>Please note that all identified projects should indicate scope of work, client, approximate cost and date of execution and link to the business background and expertise of the staff identified in your response to question 5.10.1 above. Each project should be no more than two sides of A4.</p>	<p><b>Weighted Score</b></p> <p>15%</p>
	<p>Project experience and client contact details ENCLOSED </p>	
5.10.3	<p><b>Track Record and Achievement</b></p> <p>Please provide details of your track record of achievement in the following areas:</p> <ul style="list-style-type: none"> <li>• Constructing projects of comparable scale and complexity in accordance with project programme, budget and quality requirements</li> <li>• Experience of BREEAM Accredited projects</li> <li>• Experience of ERDF Funded and/or other funded projects</li> <li>• Measurement of environmental performance during construction</li> <li>• Working in close proximity to the general public</li> <li>• Working in a phased manner within proximity of/within an occupied public building(s).</li> <li>• Management of Planning and Building Control issues</li> <li>• Management of utilities</li> <li>• Added value/innovation you can bring to this Project through previous achievements</li> <li>• Understanding of contractor requirements and arrangements to meet the brief including input of others</li> <li>• Demonstrated there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project and how this will be conveyed to the workforce;</li> <li>• How the quality of subcontractor's work will be monitored and controlled on site.</li> <li>• Attitude to collaborative problem solving</li> </ul> <p>Please restrict your overall answer to Section 5.10.3 to no more than two sides of A4.</p>	<p><b>Weighted Score</b></p> <p>30%</p>

	Design team experience ENCLOSED	<input type="checkbox"/>
5.10.4	<b>Capability Statement</b> Please provide a capability statement: <ul style="list-style-type: none"> <li>• Showing your understanding of what the Truro Lifehouse Project seeks to achieve and the Project as whole.</li> <li>• Showing the top five risks and how you would mitigate them</li> <li>• Showing what you believe the top five critical success factors for the Project are</li> <li>• Demonstrated commitment to working with the 'All Saints Church and representatives' to deliver outcomes.</li> <li>• Demonstrated clear skills, benefits and working practices that they could bring to enhance/support the project ethos.</li> <li>• Evidencing your commitment to using sustainable materials, systems and processes</li> <li>• Evidencing your commitment to student training/use of local labour and how these resources will be used on the Project</li> </ul> Please restrict your overall answer to Section 5.10.4 to no more than two sides of A4	<b>Weighted Score</b>  20%
	Capability statement ENCLOSED	<input type="checkbox"/>
5.10.5	<b>Organisation</b> Please provide details of how your organisation will be arranged in order to deliver the services to the Project, including office locations and management structures of key personnel allocated to the Project Outline your ability to maintain continuity of key personnel through the duration of the contract (principally site agent and contracts manager). Provide details of the number of permanently employed tradesmen proposed to work on this project including their trades; Provide details of operations proposed to be undertaken by subcontractors. Provide details of how subcontractors' competency will be assessed prior to their Appointment.	<b>Weighted Score</b>  10%
	Organisation details ENCLOSED	<input type="checkbox"/>



## **6 - DECLARATION**

### **NOTE TO APPLICANT:**

This section must be completed once for the Applicant, signed by the Lead Organisation and each Relevant Organisation (if any).

6.1 When you have completed your PQQ submission please ensure that:

6.1.1 you have answered all the questions in Section 5 in full;

6.1.2 you have provided all documents requested;

6.1.3 you have appropriately numbered and included any continuation sheets;

6.1.4 you have read and signed the declaration below; and

6.1.5 you have read and signed the Certificate of Non-Collusive Tendering and Canvassing at Section 7.

I declare that the details submitted within this application are to the best of my knowledge correct.

I accept the conditions set out in, and provide the undertakings requested in, this PQQ.

I understand and accept that provision of false information could result in the Applicant's exclusion from the PQQ and/or any subsequent ITT.

I declare that my organisation will notify 'All Saints Church and Representatives' immediately if it becomes aware of any actual or potential conflict of interest which may arise between the interests of 'All Saints Church and Representatives' and my organisation or any of our clients and that my organisation will take immediate steps to remove the cause of any such conflict to the complete satisfaction of 'All Saints Church and Representatives'.

I understand that to give or offer any gift or consideration whatsoever as an inducement or reward to any 'All Saints Church and Representatives' will empower 'All Saints Church and Representatives' to cancel any contract currently in force and will result in this Applicant's exclusion from the PQQ and/or any resultant ITT.

Accordingly, I have signed the Declaration of Non-Collusive Tendering and Canvassing at section 6.2 of this PQQ.

**NB: This declaration is to be signed by a Partner, Director or authorised representative, i.e. in their name on behalf of each of the Lead Organisation and any Relevant Organisations (if applicable).**

Signed for and on behalf of:

Name:

Title:

Signature:

Date:

Signed for and on behalf of:

Name:

Title:

Signature:

Date:

Signed for and on behalf of:

Name:

Title:

Signature:

Date:

Signed for and on behalf of:  Name:  Title:  Signature:	
Date:	
Signed for and on behalf of:  Name:  Title:  Signature:	
Date:	
Signed for and on behalf of:  Name:  Title:  Signature:	
Date:	

## **7 - CERTIFICATE OF NON-COLLUSIVE TENDERING AND CANVASSING**

This Section must be completed by each Lead Organisation and any Relevant Organisations

Section 7 is Required Information only and will not be subject to a pass/fail or scored evaluation.

However, failure to sign and return the undertaking will render the PQQ submission non-compliant and the Applicant will not be selected to further participate in this procurement process.

By: (the Applicant)

To: 'All Saints Church and Representatives'

The essence of the procurement process is that All Saints Church and Representatives shall receive bona fide competitive tenders from all Applicants. We, the undersigned, hereby certify that this is a bona fide submission and (except as expressly authorised by 'All Saints Church and Representatives') we have not done and undertake that we will not do at any time any of the following acts:

1. Entered into any agreement with any other person with the aim of preventing the submission being made or as to the fixing or adjusting of any other details of any submission or the conditions on which any submission is made; or
2. Informed any other person, other than 'All Saints Church and Representatives' of the details of the submission except where such disclosure was made in confidence, and was necessary to obtain quotations necessary for the preparation of the submission for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the submission; or
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraph 1 above or to inform the Applicant of the details of any rival submission for this procurement; Or
4. Done anything which would amount to an offence under the Bribery Act 2010; or
6. Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other submission or proposed submission for this procurement by any act or omission; or
7. Canvassed any person or any member of 'All Saints Church and Representatives' or any person acting as their advisors in connection with this procurement; or
8. Contacted any member of 'All Saints Church and Representatives' or their advisors about any aspect of this procurement except as authorised by this PQQ.
9. The Applicant confirms in accordance with section 2.7.21 that there is no Conflict of Interest between the Applicant and All Saints Church and Representatives.

In this certificate, the word "person" includes any person, body or association, corporate or incorporate and "agreement" includes any arrangement whether formal or informal and whether legally binding or not.

**To be signed by the Lead Organisation and any Relevant Organisations (if applicable)**

This document must be signed by an individual authorised to legally bind the Lead Organisation and any Relevant Organisation in relation to the contents therein.

Signed for and on behalf of:

Name:

Title:

Signature:

Date:

Signed for and on behalf of:

Name:

Title:

Signature:

Date:

Signed for and on behalf of:

Name:

Title:

Signature:

Date:

Signed for and on behalf of:  Name:  Title:  Signature:	
Date:	
Signed for and on behalf of:  Name:  Title:  Signature:	
Date:	
Signed for and on behalf of:  Name:  Title:  Signature:	
Date:	

## REVISIONS

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REV	DATE	ITEM	DESCRIPTION
A	16.11.2020	VARIOUS	DOCUMENT UPDATED FOLLOWING OUTCOME OF ALL SAINTS CHURCH INTERNAL REVIEW DATED 16.11.2020
B	23.02.2021	VARIOUS	DOCUMENT UPDATED FOLLOWING OUTCOME OF EXTERNAL REVIEW BY THE CORNWALL DEVELOPMNET COMPANY ON BEHALF OF ALL SAINTS CHURCH. UPDATES RELATING TO OUTCOMES OF 'MS TEAMS' MEETING HELD AT 14.00 HRS ON 17 FEBRUARY 2021 AND FOLLOWING A FURTHER REVIEW OF CORE QUESTIONS IN RELATION TO PAS 91:2013.
C	25.02.2021	2.4.1; 2.5.3; 2.6.1; 3.1.4; 3.4.2 & Section 7 Paragraph 9.	DOCUMENT UPDATED IN ACCORDANCE WITH AND FOLLOWING FINAL COMMENTS RECEIVED FROM THE CORNWALL DEVELOPMNET COMPANY ON 25.02.21.
D	25.02.2021	3.1.4 & 3.1.5	DOCUMENT UPDATED IN ACCORDANCE WITH AND FOLLOWING FURTHER COMMENTS RECEIVED FROM THE CORNWALL DEVELOPMNET COMPANY ON 25.02.21.
E	26.02.2021	2.6.1	EMAIL ADDRESS UPDATED.
F	10.03.2021	3.1.1	CLAUSE AMENDED TO OMIT ERRONEOUS REFERENCE TO E-MAIL SUBMISSIONS NOT BEING ACCEPTED.