

**Suitability Assessment**

**MASTERPLANNING AND WORKPLACE CONSULTANCY SERVICES AT BRITISH EMBASSY, DUBAI**

**ESND\_9977\_2023**

21st September 2023

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1. **CONTRACTING AUTHORITY**

The Authority issuing this Suitability Assessment Questionnaire is the Foreign, Commonwealth & Development Office (FCDO), King Charles Street, London, SW1A 2AH. Information about the FCDO can be found at Foreign, Commonwealth & Development Office - GOV.UK (www.gov.uk).

1. **INTRODUCTION**

The Authority issues this Suitability Assessment Questionnaire at Annex A for the procurement of Masterplanning and Workplace Consultancy Services for British Embassy, Dubai, United Arab Emirates.

The Authority requires the information sought in this Suitability Assessment from each Potential Supplier that wishes to proceed further in tendering for this project.

The purpose of this Suitability Assessment is to assess Potential Suppliers against the minimum standards of suitability, capability, legal status or financial standing to deliver this project prior to Invitation to Tender. All Potential Suppliers who meet the minimum requirements of this project, will be invited to tender for the project.

This contract is reserved for SMEs and therefore only SME’s will be eligible to bid for this opportunity. Small and Medium sized Enterprise (SME) are defined as Any business with fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m.

1. **PROJECT BACKGROUND AND REQUIREMENTS**

The British Embassy Dubai office in the United Arab Emirates is to be re-developed to provide a fit for purpose office that meets the long term requirements of the FCDO.

The Consulate General (CG) compound is around 10 acres and was built in the 1960s, comprising a main office building, a CG Residence, 10 staff residential properties, transit accommodation and a club.

At present, due to the poor condition of the Mechanical and Electrical Services in the building and an inefficient layout, the office fails to meet the operational requirements.

The Estates, Security and Network Directorate (ESND) of the FCDO, on behalf of the Secretary of State for Foreign, Commonwealth and Development Affairs is seeking to appoint a consultancy team to explore and provide a robust RIBA stage 1 (project brief) with an agreed Master Plan which is informed by workplace review that shapes and refines our existing Schedule of Requirements (SoR) for this project.

The Workplace Consultancy tasks include desktop review, stakeholder engagement, analysis that leads to recommendations for agreement by FCDO/ Post. An evidence based approach is required to support an updated Schedule of Requirements that informs the master planning.

Master planning is to be an architect led exercise to explore options and enable the selection of a preferred option to take forward into design and delivery. The Dubai compound/office is an operational site that needs to remain operational throughout delivery of the project. This needs to be a key consideration for master planning.

1. **TIMETABLE**

Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| **DATE OR TARGET DATE** | **ACTIVITY** |
| 21st September 2023 | Issue Contract Finder Opportunity Notice and Suitability Assessment |
| 28th September 2023 | Deadline for Suitability Assessment Response |
| October 2023 | Publish Invitation To Tender Documentation to FCDO Portal |
| November 2023 | Evaluation and Award |
| December 2023 | Contract Commences |
| April 2024 (TBA) | Project Complete |

1. **NOTES FOR COMPLETION BY THE APPLICANT**
	1. The following definitions are used in this document:
* “We” or “Authority” means the Secretary of State for Foreign, Commonwealth & Development Office (FCDO).
* “You” or “Your” or the “Applicant” or “Potential Supplier” means the business or company which is completing this Suitability Assessment.
	1. Please ensure that you complete the questionnaire as requested. Failure to do so may result in your application to participate in the procurement procedure being disqualified. If the question does not apply to you please write N/A; if you do not know the answer please write N/K. Where you cannot complete a question, the Authority reserves the right to require further clarification or supplementary information.
	2. Where you have a valid reason for being unable to provide the specific information requested other information may be accepted but only if it is considered appropriate by the Authority.
	3. All questions should be answered without reference to general marketing or promotional material.
	4. **Please answer every question and supply supporting documentation in English**.
	5. Where financial information is quoted in figures other than pounds sterling; the sum should be stated in both the original currency and pounds sterling. You should use exchange rates quoted (by national central banks, international institutions or commercial banks operating in the foreign exchange market) on the day this Suitability Assessment was issued for all currency conversions, and you must state the exchange rate used in your response.
	6. You must inform the Authority of any material changes to the information provided as soon as you become aware of the change.
1. **Return of this Suitability Assessment questionaire**
	1. Please submit your response using the form at Annex A no later than 17:00 (BST) on 28th September 2023 to Mollie.Giuffrida@fcdo.gov.uk.
	2. Any questions regarding the Suitability Assessment should be directed to the above email addresses.
	3. You may also be asked to clarify your answers or provide more details about certain issues.
2. **Suitability assessment Documents**
	1. This Suitability Assessment, and its Appendices and Notices, and any related documents (referred to as the “Suitability Assessment Documents”) have been prepared by the Authority for the purpose of providing an application procedure for individuals or organisations interested in tendering for the above named project and to assist Applicants in making their own evaluation of the potential opportunity.
	2. Whilst prepared in good faith, the Suitability Assessment Documents are intended only as a preliminary background explanation of the Authority’s activities and plans and are not intended to form the basis of any decision on whether to enter into any contractual relationship with the Authority. The Suitability Assessment Documents do not purport to be all inclusive or to contain all of the information that an Applicant may require in the performance of a contract.
	3. Any persons considering making a decision to enter into contractual relationships with the Authority following receipt of the Suitability Assessment Documents should make their own investigations and their own independent assessment of the Authority and their requirements for the Project and should seek their own professional financial and legal advice.
	4. None of the Authority, its advisors, or the directors, officers, members, partners, military or civilian personnel, employees, other staff, agents or advisers of any such body or person:

(a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Suitability Assessment Documents

(b) accepts any responsibility for the information contained in the Suitability Assessment Documents or for its accuracy or completeness

(c) shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

* 1. Only the express terms of any written contract relating to the subject of the Suitability Assessment Documents as and when it is executed shall have any contractual effect in connection with the matters to which it relates. That contract will be governed by English or Scottish law, as specified in the contract.
	2. Nothing in the Suitability Assessment Documents is, or should be, relied upon as a promise or a representation as to the Authority’s ultimate decisions in relation to the Project.
1. **Confidentiality and freedom of information**
	1. The information in the Suitability Assessment Documents is made available on condition that it is treated as confidential by the Applicant and is not disclosed, copied, reproduced, distributed or passed to any other person at any time except for the purpose of enabling a submission to be made (for example, disclosure by an Applicant to its insurers or potential suppliers who are directly involved in the bid is permitted provided they have each given an undertaking at the time of receipt of the relevant information (and for the benefit of the Authority) to keep such information confidential).
	2. The Authority is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, the subordinate legislation made under those Act / Regulations and any guidance and / or codes of practice issued (from time to time) in relation to such legislation. Applicants are required to (where known at the time):

(a) specify (with reasons) the Suitability Assessment responses which they regard as falling within any of the exemptions from disclosure specified under the Act/Regulations including (without limitation) information provided in confidence; and

(b) state which provisions of the Act/Regulations apply to the Suitability Assessment responses identified under (a) above.

* 1. The Authority shall be responsible for determining, at its absolute discretion and subject to its legal obligations, whether any of the exemptions from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, including those claimed by the Applicant, should apply. Nothing in this provision will affect the Applicant’s rights at law.

**Annex A: Suitability Assessment Questionnaire**

**Part 1: Potential Supplier Information**

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

| **Section 1: Potential Supplier Information** |
| --- |
| **Question No** | **Question** | **Response**  |
| 1.1(a) | Full name of the potential supplier submitting the information (or of the organisation acting as lead contact where a consortium bid is being submitted) |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable)  |  |
| 1.1(c)  | Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)  |  |
| 1.1(d)  | Date of registration in country of origin  |  |
| 1.1(e)  | Company registration number (if applicable) |  |
| 1.1(f)  | Charity registration number (if applicable) |  |
| 1.1(g)  | Head office DUNS number (if applicable) |  |
| 1.1(h)  | Registered VAT number |  |
| 1.1(i) – (i)  | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes/No/Not applicable |
| 1.1(i) – (ii)  | If you responded ‘yes’ to 1.1(i) – (i), please provide the relevant details, including the registration number(s) |  |
| 1.1(j) – (i)  | It is a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes/No |
| 1.1(j) – (ii)  | If you responded ‘yes’ to 1.1(j) – (i), please provide additional details of what is required and confirmation that you have complied with this.  |  |
| 1.1(k)  | Please confirm the trading name(s) that will be used if successful in this procurement |  |
| 1.1(l)  | Relevant classifications (state whether you fall within one of these, and if so which one):a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshopc) Public service mutual |  |
| 1.1(m)  | Are you a Small, Medium or Micro Enterprise (SME)For the EU definition of SME refer to https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\_en  | Yes/No |
| 1.1(n)  | Details of Persons of Significant Control (PSC) where appropriate1:* Name
* Date of birth
* Nationality
* Country, state or part of the UK where the PSC usually lives
* Service address
* The date he or she became a PSC in relation to the company (for existing companies 6th April 2016 should be used)
* Which conditions for a PSC are met?
	+ Over 25% up to (and including) 50%
	+ More than 50% and less than 75%
	+ 75% or more2

(Please enter N/A if not applicable)Notes:1. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships)
2. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award
 |  |
| 1.1(o)  | Details of immediate parent company:* Full name of the immediate parent company
* Registered office address (if applicable)
* Registration number (if applicable)
* Head office DUNS number (if applicable)
* Head office VAT number (if applicable)

(Please enter N/A if not applicable)  |  |
| 1.1(p)  | Details of ultimate parent company:* Full name of the ultimate parent company
* Registered office address (if applicable)
* Registration number (if applicable)
* Head office DUNS number (if applicable)
* Head office VAT number (if applicable)

(Please enter N/A if not applicable)  |  |

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

**Contact Details and Declaration**

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

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

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

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

I am aware of the consequences of serious misrepresentation.

| **Section 1: Contact Details and Declaration** |
| --- |
| **Question No** | **Question** | **Response**  |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Telephone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

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

| **Section 2: Grounds for Mandatory Exclusion** |
| --- |
| **Question No** | **Question** | **Response**  |
| 2.1(a) | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).  |
| Participation in a criminal organisation | Yes/NoIf ‘yes’ please provide details at 2.1(b) |
| Corruption | Yes/NoIf ‘yes’ please provide details at 2.1(b) |
| Fraud | Yes/NoIf ‘yes’ please provide details at 2.1(b) |
| Terrorist offences or offences linked to terrorist activities | Yes/NoIf ‘yes’ please provide details at 2.1(b) |
| Money laundering or terrorist financing | Yes/NoIf ‘yes’ please provide details at 2.1(b) |
| Child labour and other forms of trafficking in human beings | Yes/NoIf ‘yes’ please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.  |  |
| 2.2 | If you have answered ‘yes’ to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)  | Yes/No |
| 2.3(a) | **Regulation 57(3)** Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?  | Yes/No |
| 2.3(b) | * If you have answered ‘yes’ to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.
 |  |

| **Section 3: Grounds for Discretionary Exclusion** |
| --- |
| **Question No** | **Question** | **Response**  |
| 3.1 | **Regulation 57 (8)** The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.  |
| 3.1(a) | Breach of environmental obligations?  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(b) | Breach of social obligations?  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(c) | Breach of labour law obligations?  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct?  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition?  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure?  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(j) | Please answer the following statements  |  |
| 3.1(j) – (i) | The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(j) – (ii) | The organisation has withheld such information.  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(j) – (iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.1(j) – (iv) | The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.  | Yes/NoIf ‘yes’ please provide details at 3.2 |
| 3.2 | If you have answered ‘yes’ to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)  |  |

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

**Part 3: Suitability Assessment Questions**

Note: In order to pass the Suitability Assessment, you must answer ‘Yes’ to each question.

| **Section 6: Technical and Professional Ability** |
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| **Question No** | **Question** | **Response**  |
| 6.1 | Can you deliver the requirement within the project timescales outlined in Paragraph 4.  |  |
| 6.2  | Can you produce a RIBA Stage 1 Project Brief, with Masterplan and Workplace Consultancy Services, within the timescales?   |  |
| 6.3 | Are you able to provide details of up to three contracts where you have delivered a similar service?The three contracts must be for workplace design services for 100 or more staff.These contracts can be in any combination from either the public or private sector, voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past five years. Please provide a brief description of the three contracts.  |  |
| 6.4 | Can you provide a suitably trained individual (UK registered architect) to manage the service, including travel and interaction with British Embassy in Dubai? Please provide details of the qualifications held by staff.   |  |
| 6.5  | Are you willing to sign up to FCDO Terms and Condition (available on request) |  |
| 6.6 | Are you a Small, Medium or Micro Enterprise (SME)For the EU definition of SME refer to https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\_en  |  |