**Pre-Qualification**

**Questionnaire**

This Pre-Qualification Questionnaire (“PQQ”) has been issued by the Authority in connection with a competitive procurement conducted under the Public Contract Regulations 2015 (“the Regulations”).

## Notes for completion:

Please answer every question. Many procurements generate a great deal of interest from potential suppliers, so please ensure that you complete the questionnaire as requested. Failure to do so may result in your application being disqualified. If the question does not apply to you please write N/A; if you don’t know the answer please write N/K.

“Authority” means the purchasing organisation that is seeking to award a contract.

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

Please return 3 hard copies of the completed version of this PQQ and all support documents by 12 noon on 3 July 2015 to: Southwark Council

If delivered by courier

Coral Flood, Arts Manager

Environment and Leisure Department

160 Tooley Street

SE1 2QH

London

(Delivery to side entrance in Barnham Street)

If delivered by post:

Coral Flood, Arts Manager

Southwark Council

Environment and Leisure Department

Tooley Street

PO BOX 64529

London

SE1 5LX

## Verification of Information Provided:

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

## Sub Contracting Arrangements

Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor.

Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement, noting that ultimate responsibility will always rest with the prime contractor.

It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, Potential Suppliers should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the Potential Supplier to proceed with the procurement process or to provide the goods and/or services.

## Consortia Arrangements

If the Potential Supplier bidding for a requirement is a consortium, the following information must be provided:

* full details of the consortium; and
* the information sought in this PQQ in respect of each of the consortium’s constituent members as part of a single composite response.

Potential Suppliers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the Authority reserves the right to require a successful consortium to form a single legal entity in accordance with the Public Contracts Regulations 2015.

The Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Suppliers should therefore respond in the light of the arrangements as currently envisaged. Potential Suppliers are reminded that any future proposed change in relation to consortia must be notified to the Authority so that it can make a further assessment by applying the selection criteria to the new information provided.

# FORM A: Organisation and Contact Details

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| Full name of organisation tendering (or of the organisation acting as lead contact where a consortium bid is being submitted) |  | |
| **ORGANISATION DETAILS** | | |
| Registered office address | Company or charity  registration number |  |
|  | VAT registration  number |  |
|  | Name of immediate  parent company |  |
|  | Name of ultimate  parent company |  |
| Type of organisation | 1. a public limited co. 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. other (please specify) |  |
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| **CONTACT DETAILS** | |
| Contact details for enquiries about this PQQ | |
| Name |  |
| Address |  |
| Post Code |  |
| Country |  |
| Phone |  |
| Mobile |  |
| Email |  |

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| --- | --- | --- |
| Consortia and Sub-Contracting | 1. Your organisation is bidding to   provide the goods and/or services required itself   1. Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some of the goods and/or services 2. The Potential Supplier is a consortium or Special Purpose Vehicle |  |
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|  |
| If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant  company/organisation name) the composition and governance of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement. | | |

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| **QUESTIONS 1.1 and 1.2 FOR COMPLETION BY NON-UK BUSINESSES ONLY** | | |
| 1.1 | Registration with professional body  Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in ***Annexes IX A-C of Directive 2004/18/EC***) under the conditions laid down by that member state). |  |
| 1.2 | Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this. |  |

# FORM B - Grounds for mandatory rejection

## Important Notice:

**In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.**

Please state ‘Yes’ or ‘No’ to each question.

|  |  |
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| **Has your organisation or any directors or partner or any other person who**  **has powers of representation, decision or control been convicted of any of the following offences?** | **Answer** |
| (a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act  1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA; |  |
| (b) corruption within the meaning of section 1(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; |  |
| (c) the offence of bribery, where the offence relates to active corruption; |  |
| (ca) bribery within the meaning of section 1 or 6 of the Bribery Act 2010; |  |
| d) fraud, where the offence relates to fraud affecting the European Communities’  financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of: |  |
| (i) the offence of cheating the Revenue; |  |
| (ii) the offence of conspiracy to defraud; |  |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |
| (v) 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; |  |
| (vi) an offence in connection with taxation in the European Union within the  meaning of section 71 of the Criminal Justice Act 1993; |  |

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| (vii) 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; |  |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or; |  |
| (ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006; |  |
| (e) money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002; |  |
| (ea) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or |  |
| (eb) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |
| (f) any other offence within the meaning of Article 45(1) of Directive  2004/18/EC as defined by the national law of any relevant State. |  |

# FORM C - Grounds for discretionary rejection

## Important Notice.

**The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer ‘no’ to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.**

**The Authority is also entitled to exclude you in the event you are guilty of serious misrepresentation in providing any information referred to the Public Contracts Regulations 2015 or you fail to provide any such information requested by us.**

Please state ‘Yes’ or ‘No’ to each question.

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| **Is any of the following true of your organisation?** |  |
| (a) being an individual is a person in respect of whom a debt relief order has  been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able 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; |  |
| (b) being a partnership constituted under Scots law,  has granted a trust deed or become otherwise apparently insolvent, or is the  subject of a petition presented for sequestration of its estate; or |  |
| (c) being a company or any other entity within the meaning of section 255 of the  Enterprise Act 2002  has passed a resolution or is 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 a creditor appointed in respect of the company’s business or any part thereof or is the subject of similar procedures under the law of any other state? |  |
| **Has your organisation** |  |
| (a) been convicted of a criminal offence relating to the conduct of your business or  profession; |  |
| (b) committed an act of grave misconduct in the course of your business or  profession; |  |
| (c) failed to fulfil 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 you are established; or |  |

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| * 1. failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established? |  |



## Potential Supplier’s responses to Form D will be used to undertake an assessment of your organisation’s economic and financial standing. You will be contacted by the Authority if this assessment identifies that a parent or other type of guarantee is required.

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| **2** | **FINANCIAL INFORMATION** | |
| 2.1 | Please provide **one** of the following set out below:-  Please indicate which **one** of the following you would be willing to provide:-  **(please indicate which one by ticking the relevant box)** | |
| *A copy of your audited accounts for the most recent two years* |  |
| *A statement of your turnover, profit & loss account and cash flow for the most recent year of trading* |  |
| 2.2 | **Insurances** |  |
|  | Please self-certify whether you already have, or can commit to  obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £10m Public Liability Insurance = £5m  Professional Indemnity Insurance = £5m | Yes No |

# FORM E - Technical and Professional Ability

**Responses to Form E will be used to undertake an assessment of your organisation’s technical and professional ability to provide the goods/services.**

Where the Potential Supplier is a Special Purpose Vehicle and not intending to be the main provider of the goods or services, the information requested should be provided in respect of the principal intended provider of the goods or services.)

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| 3 | **EXPERIENCE AND CONTRACT EXAMPLES** | | | |
| Please provide details of up to three contracts from either or both the public or private sector, that are relevant to the Authority’s requirement. Contracts for the supply of goods or services should have been performed during the past three years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them). | | | |
|  |  | Contract 1 | Contract 2 | Contract 3 |
| 3.1 | Customer Organisation (name): |  |  |  |
| 3.2 | Customer contact name, phone number and email |  |  |  |
| 3.3 | Contract start date Contract completion  date  Contract Value |  |  |  |
| 3.4 | Brief description of contract (max 150 words) including evidence as to your technical capability in this market. |  |  |  |
| If you cannot provide at least one example, please briefly explain why (100 words max) | | | | |

## 4. Compliance with equality legislation

Is it your policy as an Employer, to comply with your statutory obligations under the Equality Act 2010 and, accordingly your practice not to treat one group of people less favourably than others because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation in relation to decisions to recruit, train or promote employee? Yes No

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| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | |
| 4.1 | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes No |
| 4. 2 | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. | Yes No |
| 4.3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes No |

**5. Health and Safety**

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| 5.1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes No |
| 5.2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes No |
| 5.3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes No |

**Please note:** Bidders who self-certify that they meet the requirements will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking the relevant boxes.

Clarifications and better further details may be sought at anytime.

**FORM F – Project specific questions to assess Technical and Professional Ability**

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| 6.1 | Within 4 sides of A4 (Arial font, size 11), please provide details of your organisation’s expertise and experience of operational venue management or (for non-venue based applicants / touring companies) an understanding of the principles of good venue management. |

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| --- | --- |
| 6.2 | Please provide examples/details of managing an artistic / cultural programme or season in the last three years. |

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| 6.3 | Please provide evidence of your experience in generating income / revenue through hiring of space, facilities or equipment. |

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| 6.4 | Please provide examples of lighting/sound systems used. |
| 6.5 | Please provide examples of box office / ticketing systems used. |
| 6.6 | Please provide examples of marketing materials produced for arts programmes / activities. |
| 6.7 | Please provide examples of an audience development plan and /or audience / customer survey. |

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| **7.** | I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to tender for the Authority’s requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this PQQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information | |
| **FORM COMPLETED BY** | |
| 7.1 | Name: |  |
| 7.2 | Date: |  |
| 7.3 | Signature: |  |

Going forward past PQQ stage please provide contact details if different from the person named above.

|  |  |
| --- | --- |
| Name: |  |
| Date: |  |
| Signature: |  |

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