Pre-Qualification Questionnaire (PQQ)

Contract Reference: SP02-23

ECITB Websites hosting, maintenance, and refresh

Sam Patient

**Head Of IT**

**M** +44 (0) 7485399067

**E** email sam.patient@ecitb.org.uk

**Engineering Construction Industry Training Board**

Office F15, Kings House Business Centre

Home Park Estate, Station Road

Kings Langley, Hertfordshire, WD4 8LZ

THE INFORMATION DISCLOSED IN THIS PRE-QUALIFICATION QUESTIONNAIRE IS DESIGNED TO GIVE ECITB ALL THE INFORMATION NEEDED FOR USE IN THE DECISION ON WHETHER OR NOT YOUR TENDER SHOULD BE CONSIDERED FOR THE CONTRACT DESCRIBED ON THE FRONT COVER.

Instructions for completing the Pre-Qualification Questionnaire (“PQQ”):

Please read all the information in this application form. If you have any questions, please address these in writing to the contact named on the front page of this PQQ. ECITB will endeavour to respond to all questions received up to xxx 2023.

It is very important that you fully answer all the questions that apply to your company or organisation, and not for the group if you are part of a group of companies. Your application may be rejected if you do not answer relevant questions. We may require you to provide additional documents to support your application, after its submission.

Unless specifically requested to supply copies of documents, please insert your answers in the space provided following each question (the table will expand as required). All enclosures and supporting documents should be clearly marked with the name of your organisation, the section number and the question to which they relate. All questions anticipating enclosures are marked with an asterisk.

Do not include general marketing or promotional material from your Organisation as answers to any of the questions unless specifically requested to do so.

ECITB reserve the right to reject as ineligible any incomplete submissions. Also, should any false information be provided, your application will automatically be excluded from consideration.

Instructions for return of the Pre-Qualification Questionnaire.

The Questionnaire should be fully completed and returned to the Nominated Contact (whose details are shown on the front cover) as follows:

• 1 electronic copy sent to the Nominated Contact’s email address, or

PQQ’s must be returned by 17.00 hours on 15th December 2023. PQQ’s received after the deadline quoted above will not be considered.

# PQQ

Details of the Person dealing with this PQQ

|  |  |
| --- | --- |
| Full name |  |
| Position |  |
| Telephone |  |
| E-mail |  |
| Signature |  |
| Date |  |

## Section One: PQQ

* 1. Full name of organisation (this should be the name of the organisation acting as prime contractor, where applicable).

|  |
| --- |
|  |

1.2 Trading name of organisation (if different from above).

|  |
| --- |
|  |

1.3 Is your company a supplier under a Government Framework Agreement or any Crown Commercial framework? Please specify framework.

|  |
| --- |
|  |

1.4 Is your company able to provide ongoing hosting, support, and maintenance of websites?

|  |
| --- |
|  |

This undertaking is to be signed by a senior person on behalf of the organisation making this application.

My organisation in completing this Pre-Qualification Questionnaire, has considered the specification issued by ECITB and I/We certify that my/our organisation is interested in performing the services set out in the documentation.

I/We certify that the information supplied is accurate to the best of my/our knowledge and that:

I/We accept the conditions and undertakings requested in the Pre-Qualification Questionnaire.

I/We understand and accept that the provision of false or inadequate information could result in the rejection of this application.

I/We understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body.

I/We also understand that any such action will empower ECITB to cancel any contract currently in force and will result in the rejection of this application.

SIGNATURE: ………………………………………

(who is duly authorised on behalf of the Company)

NAME: ………………………………………

(please print name in block capitals)

DESIGNATION: ………………………………………

TEL. NUMBER: ………………………………………

E-MAIL ADDRESS: ………………………………………

DATE: ……………………………………...