



DAVID WILSON PARTNERSHIP

Connecting people and spaces

**Contractor PTQ**

**Address:** Derriford Army Reserve Centre,  
258 Brest Rd, Plymouth PL6 5EW

**Project Name:** Derriford ARC Ablutions

**Project Ref:** 1237/17

**Date:** 20<sup>th</sup> July 2022

# CONTRACTORS PRE-TENDER QUESTIONNAIRE (PTQ)

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## Questionnaire

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### A. Notes for Suppliers

The purpose of this Contractors Pre-Tender Questionnaire (PTQ) is to ensure that contractors meet the minimum criteria in terms of Health & Safety, Quality and Financial Standing, on behalf of Wessex RFCA, in deciding which suppliers to short-list to invite to tender for their project: **The provision for internal alterations to an existing building to improve the ablutions provision at Derriford Army Reserve Centre, 258 Brest Rd, Plymouth PL6 5EW.**

In order to simplify this process, you do not need to provide supporting documents, for example: accounts, certificates, statements or policies with this questionnaire unless specifically requested to do so. **However, David Wilson Partnership or our client 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.

Please answer every question. As many procurements generate a great deal of interest from potential suppliers, 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 do not know the answer, please write N/K.

## CONTRACTORS PRE-TENDER QUESTIONNAIRE (PTQ)

Please print and return this form by email to:

Antonio Paredes – David Wilson Partnership Ltd

Email – [antonio@davidwilsonpartnership.co.uk](mailto:antonio@davidwilsonpartnership.co.uk)

Forms should be returned by **Wednesday 14<sup>th</sup> September 2022**. Any late returns will be discounted.

We will contact you on or before **Wednesday 28<sup>th</sup> September 2022** if you have been successful. If so, you will then be invited to tender for the contract. If you have any queries about this form, please contact:

Antonio Paredes – David Wilson Partnership Ltd

Telephone – 01271 374485 / Email – [antonio@davidwilsonpartnership.co.uk](mailto:antonio@davidwilsonpartnership.co.uk)

### B. Introduction

Wessex RFCA are seeking experienced construction companies to carry out the provision of works describes above at Derriford Army Reserve Centre, 258 Brest Rd, Plymouth PL6 5EW.

The project will use the JCT 2016 Minor Works Building Contract with Contractors Design with the following elements being contractor design:-

- Mechanical & Electrical installations

The works are to commence during the fourth quarter 2022 with a contract duration to be proposed by the winning contractor.

### C. Timetable

Closing date for submitting PTQ: 16.00pm on 14<sup>th</sup> September 2022

Evaluation of PTQ: Completed by 28<sup>th</sup> September 2022

### D. Selection Criteria

This PTQ will be evaluated by the Contract Administrator to assess the Tenderers' capability and experience against a minimum required standard.

Following the evaluation of this PTQ, tender documents will be issued to a maximum of five companies.

## CONTRACTORS PRE-TENDER QUESTIONNAIRE (PTQ)

<b>1.</b>	<b>BASIC DETAILS OF YOUR ORGANISATION</b>	
1.1	Name of the organisation	
1.2	Contact name for enquiries about this PTQ	
1.3	Job Title	
1.4	Company Address Line 1 Line 2 Line 3 Line 4 Line 5 Post Code	
1.5	Telephone number	
1.6	E-mail address (if available)	
1.7	Website address (if any)	
1.8	Social Media accounts (optional)	
1.9	Company Registration number (if this applies)	
1.10	Charities or Housing Association or other Registration number (if this applies). Please specify registering body	
1.11	Date of Registration: (if this applies)	
1.12	Registered address if different from the above: Company Address Line 1 Line 2 Line 3 Line 4 Line 5 Post Code	

## CONTRACTORS PRE-TENDER QUESTIONNAIRE (PTQ)

1.13a	Is your organisation:	i) a public limited company?	
		ii) a limited company?	
		iii) a partnership	
		iv) other (please specify)	
1.13b	Are you acting as the lead organisation for a consortium?		Yes / No
1.14	If members of your consortium or sub-contractors are likely to deliver a significant (over 50%) proportion of the contract, give their company name(s) and address(es). Please provide this information in a separate annexure		
1.15	Name of (ultimate) parent company (if this applies):		
1.16	Companies House Registration number of parent company (if this applies):		

2.	<b>FINANCIAL INFORMATION</b>		
<i>The following section will be evaluated</i>			
2.1	Please indicate which of the following you would be able to provide (please tick a minimum of one)		
	• A copy of your audited accounts for the most recent two years (if this applies)		
	• A statement of your turnover, profit & loss account and cash flow for the most recent year of trading		
	• A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position		
	• Alternative means of demonstrating financial status if trading for less than a year		

## CONTRACTORS PRE-TENDER QUESTIONNAIRE (PTQ)

2.2	If requested, would you be able to provide a banker's reference?	Yes / No						
<i>The following section will be evaluated</i>								
2.3	What was your turnover in each of the last two financial years  (If you are a consortium please state aggregated turnover)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">£.....</td> <td style="width: 50%; text-align: center;">£.....</td> </tr> <tr> <td style="text-align: center;">for year ended</td> <td style="text-align: center;">for year ended</td> </tr> <tr> <td style="text-align: center;">--/--/--</td> <td style="text-align: center;">--/--/----</td> </tr> </table>	£.....	£.....	for year ended	for year ended	--/--/--	--/--/----
£.....	£.....							
for year ended	for year ended							
--/--/--	--/--/----							

3.	<b>INSURANCE</b>	
<i>The following section will be evaluated</i>		
3.1	Please confirm whether you would be willing to take out the appropriate level of insurance cover if you are successful in winning the contract?  For this project, this would be:  <div style="text-align: center;"> <b>Public liability £5 million per claim</b>   <b>Professional Indemnity £2 million per claim</b>  <b>(for Contractors Design elements)</b>   <b>Employers liability £5 million per claim</b> </div>	Yes / No
<i>The following section will be evaluated</i>		

## CONTRACTORS PRE-TENDER QUESTIONNAIRE (PTQ)

3.2	<p>What are your current levels of insurance cover?</p> <p><b>Public liability</b></p> <p><b>Professional Indemnity (for Contractors Design elements)</b></p> <p><b>Employers liability</b></p>	
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4.	<b>HEALTH AND SAFETY</b>	
<i>The following section will be evaluated</i>		
4.1	During the last five years, has your organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work etc Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract?	Yes / No
<i>The following section will be evaluated</i>		
4.2	Has your organisation undertaken a project within the last 24 months, which was notifiable under the Construction Design and Management (CDM) Regulations (2015)?	Yes / No
<i>The following section will be evaluated</i>		
4.3	Please provide brief details of how you monitor Health and Safety on site?	

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<b>5.</b>	<b>ENVIRONMENTAL MANAGEMENT</b>	
<i>The following section will be evaluated</i>		
5.1	Has your organisation undertaken a project within the last 24 months which required the development of a site waste management plan?	Yes / No

<b>6.</b>	<b>EQUALITY AND DIVERSITY</b>	
<i>The following section will be evaluated</i>		
6.1	Is it your policy as an employer to comply with all statutory anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	Yes / No

<b>7.</b>	<b>REQUIREMENT SPECIFIC QUESTIONS</b>	
Has your organisation acted as “Designer” under the following headings?		
<i>The following section will be evaluated</i>		
7.1	Mechanical Services	Yes / No
<i>The following section will be evaluated</i>		
7.2	Electrical Services	Yes / No



## CONTRACTORS PRE-TENDER QUESTIONNAIRE (PTQ)

<b>8.</b>	<b>EXPERIENCE AND REFERENCES</b>			
<i>The following section will be evaluated</i>				
<p>Please provide details of up to three contracts public or private, in the last three years that are relevant to our clients requirement.          (The customer contact should be prepared to speak to the purchasing organisation if we wish to contact them).</p>				
		<i>Contract 1</i>	<i>Contract 2</i>	<i>Contract 3</i>
8.1	Customer Organisation (name): Website (if available)			
8.2	Customer contact name, phone number and email			
8.3	Date contract awarded:			
8.4	Date contract completed:			
8.5	Brief description of contract (max 100 words)			
8.6	Value:			
<p>If you cannot provide at least one reference, please briefly explain why (100 words maximum).</p>				

## CONTRACTORS PRE-TENDER QUESTIONNAIRE (PTQ)

<b>9.</b>	<b>PROFESSIONAL AND BUSINESS STANDING</b>	
<i>The following section will be evaluated</i>		
Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?		
9.1	Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
9.2	A conviction (or convictions ) for a criminal offence related to business or professional conduct	Yes / No
9.3	Legal or administrative finding of commission of an act of grave misconduct in the course of business	Yes / No
9.4	Failure to fulfil obligations related to payment of social security contributions	Yes / No
9.5	Failure to fulfil obligations related to the payment of taxes	Yes / No
9.6	Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise	Yes / No
9.7	Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law	Yes / No
9.8	If the answer to any of these is <b>“Yes”</b> please give brief details below, including what has been done to put things right. (not scored)	

## CONTRACTORS PRE-TENDER QUESTIONNAIRE (PTQ)

10.	<b>TECHNICAL CAPACITY</b>
<i>The following section will be evaluated</i>	
10.1	Please provide details of the project team that you would propose for this project and provide copies of their Professional CVs:
<i>The following section will be evaluated</i>	
10.2	Please provide a list of which trade or professional bodies your organisation belongs to:

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11.	<b>UNDERTAKING</b>	
	<p>I declare that to the best of my knowledge the answers submitted in this PTQ are correct.</p> <p>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.</p> <p>I understand that the Contracting Authority may reject this PTQ if there is a failure to answer all relevant questions fully, or if I provide false/misleading information.</p>	
	FORM COMPLETED BY	
11.1	Name:	
11.2	Position (Job Title):	
11.3	Date:	
11.4	Telephone number:	
11.5	Signature: (for electronic submissions, please type name or provide an e-signature and ensure compliance with any further instructions issued by an Authority regarding the use of an e-signature)	

# Connecting people and spaces

## People and spaces make amazing places

Good buildings and landscapes are made by understanding their sense of place and meeting the needs of people who own and use them. Our people and spaces approach ensures that we listen to both clients and users throughout the project – from the first sketch right through to the last brick being laid.

Our professional team bring a wealth of experience to all our commissions. Their commitment and enthusiasm have helped us gain a reputation for well designed, pragmatic solutions across a diverse portfolio of work.

Put simply, we love working on projects that prove:  
People and spaces make amazing places



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