| **Question / Section / Subsection No.** | **Question Text** | **Mandatory** |  |
| --- | --- | --- | --- |
| Section | **1. Supplier Information** |  |  |
|  |  |  |  |
| Subsection | **1.1 Supplier Details** |  |  |
|  |  |  |  |
| 1.1.1 | Full name of the supplier completing the PQQ | Y |  |
|  |  |  |  |
| 1.1.2 | Registered company address | Y |  |
|  |  |  |  |
| 1.1.3 | Registered company number | Y |  |
|  |  |  |  |
| 1.1.4 | Registered charity number | Y |  |
|  |  |  |  |
| 1.1.5 | Registered VAT number | If Applicable |  |
|  |  |  |  |
| 1.1.6 | Name of immediate parent company | If Applicable |  |
|  |  |  |  |
| 1.1.7 | Name of ultimate parent company | If Applicable |  |
|  |  |  |  |
| 1.1.8 | Please select the relevant option to indicate your trading status | Y | i) Public limited company  ii) Limited company iii) Limited liability partnership  iv) Other partnership v) Sole trader |
|  |  |  |  |
| 1.1.9 | Please select the relevant options to indicate whether any of the following classifications apply to you | If Applicable | i) Voluntary, Community and Social Enterprise (VCSE) ii) Small or Medium Enterprise (SME) iii) Sheltered workshop  iv) Public service mutual |
|  |  |  |  |
| 1.1.10 | Please confirm which office would be responsible for the administration of this contract | Y |  |
|  |  |  |  |
| 1.1.11 | Please provide details of your geographical coverage and any other office locations | Y |  |
|  |  |  |  |
| 1.1.12 | Please provide details of any accreditations to professional bodies | If Applicable |  |
|  |  |  |  |
| Subsection | **1.2 Bidding Model** |  |  |
|  |  |  |  |
| 1.2.1 | Are you bidding as a prime contractor and will deliver 100% of the key contract deliverables yourself | Y |  |
|  |  |  |  |
| 1.2.2 | Are you bidding as a prime contractor and will use third parties to deliver some of the services | Y |  |
|  |  |  |  |
| 1.2.3 | If you have answered 'Yes' to 1.2.2, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for | Y |  |
|  |  |  |  |
| 1.2.4 | Are you bidding as a prime contractor but will operate as a managing agent and will use third parties to deliver all of the services | Y |  |
|  |  |  |  |
| 1.2.5 | If you have answered 'Yes' to 1.2.4, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for | Y |  |
|  |  |  |  |
| 1.2.6 | Are you bidding as a consortium but not proposing to create a new legal entity | Y |  |
|  |  |  |  |
| 1.2.7 | If you have answered 'Yes' to 1.2.6, please include details of your consortium (consortium members and lead member) | Y |  |
|  |  |  |  |
|  | If you have answered 'Yes' to 1.2.6, you should, in a separate Appendix within Section 8 of this PQQ, explain the alternative arrangements i.e. Why a new legal entity is not being created PLEASE NOTE that YSJU may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | Y |  |
|  |  |  |  |
| 1.2.8 | Are you bidding as a consortium and intend to create a special purpose vehicle (SPV) | Y |  |
|  |  |  |  |
| 1.2.9 | If you have answered 'Yes' to 1.2.8, please include details of your consortium (consortium members, current lead member and name of the special purpose vehicle) | If Applicable |  |
|  |  |  |  |
|  | If you have answered 'Yes' to 1.2.8, please provide full details of the bidding model in a separate appendix within Section 8 of this PQQ | If Applicable |  |
|  |  |  |  |
| Subsection | **1.3 Contact Details** |  |  |
|  |  |  |  |
|  | Supplier contact details for enquiries about this PQQ |  |  |
|  |  |  |  |
| 1.3.1 | Name | Y |  |
|  |  |  |  |
| 1.3.2 | Postal Address | Y |  |
|  |  |  |  |
| 1.3.3 | Phone | Y |  |
|  |  |  |  |
| 1.3.4 | Mobile | Y |  |
|  |  |  |  |
| 1.3.5 | Email | Y |  |
|  |  |  |  |
| Subsection | **1.4 Licensing and Registration** |  |  |
|  |  |  |  |
|  | Registration with a professional body |  |  |
|  |  |  |  |
| 1.4.1 | If applicable, 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 Annex XI of Directive 2014/24/EU) under the conditions laid down by That Member State) | N |  |
|  |  |  |  |
| 1.4.2 | If you have answered 'Yes' to 1.4.1, please provide the registration number in this box | N |  |
|  |  |  |  |
| 1.4.3 | 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? | Y |  |
|  |  |  |  |
| 1.4.4 | If you have answered 'Yes' to 1.4.3, please provide additional details within this box of what is required and confirmation that you have complied with this | N |  |
|  |  |  |  |
| Section | **2. Grounds for Mandatory Exclusion** |  |  |
|  |  |  |  |
| Subsection | **2.1 Grounds for Mandatory Exclusion** |  |  |
|  |  |  |  |
|  | You will be excluded from the procurement process if there is  evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved). Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? |  |  |
|  |  |  |  |
| 2.1.1 | (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 on the fight against organised crime; | Y |  |
|  |  |  |  |
| 2.1.2 | (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; | Y |  |
|  |  |  |  |
| 2.1.3 | (c) the common law offence of bribery; | Y |  |
|  |  |  |  |
| 2.1.4 | (d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; | Y |  |
|  |  |  |  |
|  | (e) any of the following offences, 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: | Y |  |
|  |  |  |  |
| 2.1.5 | (i) the offence of cheating the Revenue; | Y |  |
|  |  |  |  |
| 2.1.6 | (ii) the offence of conspiracy to defraud; | Y |  |
|  |  |  |  |
| 2.1.7 | (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; | Y |  |
|  |  |  |  |
| 2.1.8 | (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; | Y |  |
|  |  |  |  |
| 2.1.9 | (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; | Y |  |
|  |  |  |  |
| 2.1.10 | (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; | Y |  |
|  |  |  |  |
| 2.1.11 | (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; | Y |  |
|  |  |  |  |
| 2.1.12 | (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or | Y |  |
|  |  |  |  |
| 2.1.13 | (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; | Y |  |
|  |  |  |  |
|  | (f) any offence listed: |  |  |
|  |  |  |  |
| 2.1.14 | (i) in section 41 of the Counter Terrorism Act 2008; or | Y |  |
|  |  |  |  |
| 2.1.15 | (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; | Y |  |
|  |  |  |  |
| 2.1.16 | (g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); | Y |  |
|  |  |  |  |
| 2.1.17 | (h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; | Y |  |
|  |  |  |  |
| 2.1.18 | (i) 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; | Y |  |
|  |  |  |  |
| 2.1.19 | (j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; | Y |  |
|  |  |  |  |
| 2.1.20 | (k) an offence under section 59A of the Sexual Offences Act 2003; | Y |  |
|  |  |  |  |
| 2.1.21 | (l) an offence under section 71 of the Coroners and Justice Act 2009 | Y |  |
|  |  |  |  |
| 2.1.22 | (m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug TraffickingAct 1994; or | Y |  |
|  |  |  |  |
|  | (n) any other offence within the meaning of Article 57(1) of the |  |  |
|  |  |  |  |
|  | Public Contracts Directive: |  |  |
|  |  |  |  |
| 2.1.23 | (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or | Y |  |
|  |  |  |  |
| 2.1.24 | (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. | Y |  |
|  |  |  |  |
|  | If you answered 'Yes' to any of the above questions you should provide sufficient evidence, in a separate Appendix within Section 8 of this PQQ, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self cleans” the situation referred to in that question. | Y |  |
|  |  |  |  |
| Subsection | **2.1 Non-payment of Taxes** |  |  |
|  |  |  |  |
| 2.2.1 | Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? | Y |  |
|  |  |  |  |
|  | If you have answered Yes to this question, please upload a separate Appendix within Section 8 of this PQQ, to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? | If Applicable |  |
|  |  |  |  |
| Section | **3. Grounds for Discretionary Exclusion- Part 1** |  |  |
|  |  |  |  |
| Subsection | **3.1 Grounds for Discretionary Exclusion- Part 1** |  |  |
|  |  |  |  |
|  | Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation |  |  |
|  |  |  |  |
| 3.1.1 | (a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; | Y |  |
|  |  |  |  |
| 3.1.2 | (b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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; | Y |  |
|  |  |  |  |
| 3.1.3 | (c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable; | Y |  |
|  |  |  |  |
| 3.1.4 | (d) your organisation has entered into agreements with other economic operators aimed at distorting competition; | Y |  |
|  |  |  |  |
| 3.1.5 | (e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures; | Y |  |
|  |  |  |  |
| 3.1.6 | (f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures; | Y |  |
|  |  |  |  |
| 3.1.7 | (g) your organisation has shown significant or persistentdeficiencies 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; | Y |  |
|  |  |  |  |
|  | your organisation: |  |  |
|  |  |  |  |
| 3.1.8 | (i) has been 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; or | Y |  |
|  |  |  |  |
| 3.1.9 | (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or | Y |  |
|  |  |  |  |
|  | your organisation has undertaken to: |  |  |
|  |  |  |  |
| 3.1.10 | (i) unduly influence the decision-making process of the contracting authority, or | Y |  |
|  |  |  |  |
| 3.1.11 | (ii) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or | Y |  |
|  |  |  |  |
| 3.1.12 | your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Y |  |
|  |  |  |  |
|  | If you answered 'Yes' to any of the above questions you should provide sufficient evidence, in a separate Appendix within Section 8 of this PQQ, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self cleans” the situation referred to in that question. | If Applicable |  |
|  |  |  |  |
| Section | **4. Grounds for Discretionary Exclusion - Part 2** |  |  |
|  |  |  |  |
| Subsection | **4.1 Grounds for Discretionary Exclusion - Part 2** |  |  |
|  |  |  |  |
|  | YSJU reserves the right to use its discretion to exclude a supplier where it can demonstrate the supplier’s non-payment of taxes/social security contributions where no binding legal decision has been taken. |  |  |
|  |  |  |  |
|  | From 1 April 2013 onwards, have any of your company’s tax returns submitted on or after 1 October 2012; |  |  |
|  |  |  |  |
| 4.1.1 | Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; | Y |  |
|  |  |  |  |
| 4.1.2 | Been found to be incorrect as a result of: ● HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or ● a tax authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or ● the failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established. | Y |  |
|  |  |  |  |
| 4.1.3 | If you answered 'Yes' to any of the above questions you should provide details of mitigating factors you find relevant and that you wish YSJU to take in to consideration. This can include, for example: ● Corrective action undertaken by the Supplier to date;  ● Planned corrective action to be taken; ● Changes in personnel or ownership since the Occasion of Non- Compliance (OONC); or ● Changes in financial, accounting, audit or management procedures since the OONC. | If Applicable |  |
|  |  |  |  |
| Section | **5. Economic and Financial Standing** |  |  |
|  |  |  |  |
| Subsection | **5.1 Financial Information** |  |  |
|  |  |  |  |
| 5.1.1 | Please provide one of the following to demonstrate your economic/financial standing; | Y | (a) A copy of the audited accounts for the most recent two years (b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation (c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position (d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |
|  |  |  |  |
| 5.1.2 | Where YSJU has specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this PQQ, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here | If Applicable |  |
|  |  |  |  |
| Subsection | **5.2 Subsidiary Financial Information** |  |  |
|  |  |  |  |
| 5.2.1 | Are you part of a wider group (e.g. a subsidiary of a holding/parent company) | Y |  |
|  |  |  |  |
| 5.2.2 | If you answered 'Yes' to 5.2.1, please provide the below: ● Name of the organisation ● Relationship to the Supplier completing the PQQ | If Applicable |  |
|  |  |  |  |
| 5.2.3 | If you answered 'Yes' to 5.2.1, please upload the Ultimate/Parent company accounts if available | If Applicable |  |
|  |  |  |  |
| 5.2.4 | If you answered 'Yes' to 5.2.1, would the Ultimate/Parent company be willing to provide a guarantee if necessary | If Applicable |  |
|  |  |  |  |
| 5.2.5 | If you answered 'No' to 5.2.1, would you be able to obtain a guarantee elsewhere (e.g. from a bank) | If Applicable |  |
|  |  |  |  |
| Section | **6. Technical and Professional Ability** |  |  |
|  |  |  |  |
| Subsection | **6.1 Relevant Experience and Contract Examples** |  | **6.1 IS WEIGHTED AT 50%** |
|  |  |  |  |
|  | Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to YSJU’s requirements. Contracts may be from the past five years, and VCSEs may include samples of grant funded work. The named customer contact provided should be prepared to provide written evidence to YSJU to confirm the accuracy of the information provided below. A particular focus should be on the key client requirements.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member). |  |  |
|  |  |  |  |
|  | Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services. |  |  |
|  |  |  |  |
| 6.1.1 | **Contract 1** |  |  |
|  |  |  |  |
| 6.1.2 | Name of customer organisation | Y |  |
|  |  |  |  |
| 6.1.3 | Point of contact in customer organisation | Y |  |
|  |  |  |  |
| 6.1.4 | Position in the organisation | Y |  |
|  |  |  |  |
| 6.1.5 | E-mail address | Y |  |
|  |  |  |  |
| 6.1.6 | Contract start date | Y |  |
|  |  |  |  |
| 6.1.7 | Contract completion date | Y |  |
|  |  |  |  |
| 6.1.8 | Estimated Contract Value | Y |  |
|  |  |  |  |
| 6.1.9 | In no more than 1000 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market including nature of the work and details of any specific results achieved including innovation, delivery to programme, management of contractor design development and approval process | Y |  |
|  |  |  |  |
| 6.1.10 | **Contract 2** |  |  |
|  |  |  |  |
| 6.1.11 | Name of customer organisation | Y |  |
|  |  |  |  |
| 6.1.12 | Point of contact in customer organisation | Y |  |
|  |  |  |  |
| 6.1.13 | Position in the organisation | Y |  |
|  |  |  |  |
| 6.1.14 | E-mail address | Y |  |
|  |  |  |  |
| 6.1.15 | Contract start date | Y |  |
|  |  |  |  |
| 6.1.16 | Contract completion date | Y |  |
|  |  |  |  |
| 6.1.17 | Estimated Contract Value | Y |  |
|  |  |  |  |
| 6.1.18 | In no more than 1000 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market including nature of the work and details of any specific results achieved including innovation, delivery to programme, management of contractor design development and approval process | Y |  |
|  |  |  |  |
| 6.1.19 | **Contract 3** |  |  |
|  |  |  |  |
| 6.1.20 | Name of customer organisation | Y |  |
|  |  |  |  |
| 6.1.21 | Point of contact in customer organisation | Y |  |
|  |  |  |  |
| 6.1.22 | Position in the organisation | Y |  |
|  |  |  |  |
| 6.1.23 | E-mail address | Y |  |
|  |  |  |  |
| 6.1.24 | Contract start date | Y |  |
|  |  |  |  |
| 6.1.25 | Contract completion date | Y |  |
|  |  |  |  |
| 6.1.26 | Estimated Contract Value | Y |  |
|  |  |  |  |
| 6.1.27 | In no more than 1000 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market including nature of the work and details of any specific results achieved including innovation, delivery to programme, management of contractor design development and approval process | Y |  |
|  |  |  |  |
| 6.1.28 | **No Contract Examples - Justification** |  |  |
|  |  |  |  |
| 6.1.29 | If you cannot provide at least one example for questions 6.1.1 to 6.1.27, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up. | If Applicable |  |
|  |  |  |  |
| Subsection | **6.2 Project Risks** |  | **6.2 IS WEIGHTED AT 10%** |
|  |  |  |  |
| 6.2.1 | Outside the usual risks such as cost, programme, contaminated land, and access to site, in no more than 1000 words and up to a maximum of 2 sides of A4 to allow for illustrations, please outline what your organisation considers to be the key risks associated with this project? How has your organisation ensured that these or similar risks were successfully mitigated in previous projects? | Y |  |
|  |  |  |  |
| Subsection | **6.3 Technical Requirements** |  | **6.3 IS WEIGHTED AT 10%** |
|  |  |  |  |
| 6.3.1 | In no more than 1000 words, please describe any projects you have completed where the requirements were of a higher specification than typical and how these requirements were achieved. Also, please provide further information on the design, delivery and performance testing of the installations against the client’s requirements. | Y |  |
|  |  |  |  |
| Subsection | **6.4 BREEAM** |  | **6.4 IS WEIGHTED AT 5%** |
|  |  |  |  |
| 6.4.1 | In no more than 500 words, please demonstrate your experience on taking on the responsibility and delivering and BREEAM Excellent building? | Y |  |
|  |  |  |  |
| **Subsection** | **6.5 Delivery in Live / Dynamic Environments** |  | **6.5 IS WEIGHTED AT 10%** |
|  |  |  |  |
| 6.5.1 | In no more than 1000 words, please demonstrate your experience in delivering projects in a live environment such as a campus or public space to make sure the student experience is not affected and making sure all other activities are business as usual? | Y |  |
|  |  |  |  |
| **Subsection** | **6.6 Project Programmes** |  | **6.6 IS WEIGHTED AT 10%** |
|  |  |  |  |
| 6.6.1 | In no more than 500 words and up to a maximum of 2 sides of A4 to allow for illustrations, please give an example of where a major project that your organisation has delivered has not progressed to timescales. Outline the reasons why, the actions carried out to correct this, and how lessons learned from this were applied to future projects to mitigate against repetition (note that the evaluation of this question does not seek to penalize reasons for the issues encountered). | Y |  |
|  |  |  |  |
| **Subsection** | **6.7 Project Programmes** |  | **6.7 IS WEIGHTED AT 5%** |
|  |  |  |  |
| 6.7.1 | Do you have externally accredited quality, health & safety and environmental management systems (e.g. ISO or equivalent)?  If you answered ‘No’ to question 6.5, please explain what internal controls / systems are in place (supported by the appropriate evidence) that provide an equivalent level of assurance in all three areas. | Y |  |
|  |  |  |  |
| Section | **7. Additional PQQ Modules** |  |  |
|  |  |  |  |
| Subsection | **7.1 Information** |  |  |
|  |  |  |  |
|  | Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. |  |  |
|  |  |  |  |
| Subsection | **7.2 A - Project Specific Questions to Assess Technical and Professional Ability** |  |  |
|  |  |  |  |
|  | Further project specific questions relating to the technical and professional ability of the supplier. |  |  |
|  |  |  |  |
| Subsection | **7.3 - Insurance** |  |  |
|  |  |  |  |
| 7.3.1 | For Subsection '7.3B Insurances' please use the following template: 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 = £20,000,000 ● Public Liability Insurance = £20,000,000 ● Professional Indemnity Insurance = £20,000,000 ● Product Liability Insurance = £5,000,000  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | Y |  |
|  |  |  |  |
| 7.3.2 | Please provide details of your current policies for Public Liability, Employers Liability and Professional Indemnity Insurance cover by brokers letter or summary of cover from insurers | Y |  |
|  |  |  |  |
| Subsection | **8 - Compliance with Equality Legislation** |  |  |
|  |  |  |  |
|  | For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. |  |  |
|  |  |  |  |
| 8.1.1 | 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) | If Applicable |  |
|  |  |  |  |
| 8.1.2 | 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 or alleged unlawful discrimination | If Applicable |  |
|  |  |  |  |
| 8.1.3 | If you have answered 'Yes' to 7.3.1 or 7.3.2, please provide, as aseparate Appendix in section 8 of this PQQ, 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.You may be excluded if you are unable to demonstrate to YSJU’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | If Applicable |  |
|  |  |  |  |
| 8.1.4 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations | Y |  |
|  |  |  |  |
| 8.1.5 | Do you have an Equal Opportunities Policy? If so, please provide a copy | Y |  |
|  |  |  |  |
| Subsection | **9 - Environmental Management** |  |  |
|  |  |  |  |
| 9.1.1. | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority) | Y |  |
|  |  |  |  |
| 9.1.2 | If you answered 'Yes' to 7.4.1, please provide details, in a separate Appendix in section 8 of this PQQ, of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. YSJU will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless YSJU is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | If Applicable |  |
|  |  |  |  |
| 9.1.3 | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | N |  |
|  |  |  |  |
| 9.1.4 | Please provide a copy of your Environmental Policy | If Applicable |  |
|  |  |  |  |
| Subsection | **10 - Health & Safety** |  |  |
|  |  |  |  |
| 10.1.1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements | Y |  |
|  |  |  |  |
| 10.1.2 | 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 | Y |  |
|  |  |  |  |
| 10.1.3 | If your answered 'Yes' to 7.5.2, please provide details, in a separate Appendix in section 8 of this PQQ, of any enforcement/ remedial orders served and give details of any remedial action or changes to procedures you have made as a result. YSJU will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to YSJU’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | If Applicable |  |
|  |  |  |  |
| 10.1.4 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations | If Applicable |  |
|  |  |  |  |
| 10.1.5 | Please provide a copy of certification for the Contractors Health & Safety (CHAS) Assessment Scheme and/or any other recognised scheme for health & safety assessment that your company holds. | If Applicable |  |
|  |  |  |  |
| 10.1.6 | Has your company applied for OHSAS 18001? (If so, please provide details.) | If Applicable |  |
|  |  |  |  |
| 10.1.7 | Please answer the following questions and supply relevant information as requested, providing supporting details and documentation where required. Further information can be found within PAS91 | If Applicable |  |
|  |  |  |  |
| 10.1.8 | Please provide a signed current copy of your health and safety policy, together with defined health and safety responsibilities for all levels in the organization. | If Applicable |  |
|  |  |  |  |
| 10.1.9 | Please describe any external health and safety awards received by your company indicating when and for what they were received and identifying the awarding body or organisation (max 50 words). | If Applicable |  |
|  |  |  |  |
| 10.1.10 | Please provide details of the general arrangements that you have in place for health and safety management. Limit your answer to 1 side of A4 minimum font 10. | If Applicable |  |
|  |  |  |  |
| Subsection | **10.2 Competent Advice** |  |  |
|  |  |  |  |
| 10.2.1 | Please provide details of the experience and qualifications of your ‘Competent Person’, as required by the Management of Health & Safety at Work Regulations 1999. | Y |  |
|  |  |  |  |
| 10.2.2 | Please provide details on how you manage your duties under the CDM regulations 2015? | Y |  |
|  |  |  |  |
| 10.2.3 | Please provide details of how you manage contractor design during the construction period and how you liaise with the relevant parties to comply with CDM 2015? | Y |  |
|  |  |  |  |
| Subsection | **10.3 Training and Information** |  |  |
|  |  |  |  |
| 10.3.1 | Please provide details of how you regularly check that your organisation’s procedures are being implemented effectively. | Y |  |
|  |  |  |  |
| Subsection | **10.4 Monitoring, Audit and Review** |  |  |
|  |  |  |  |
| 10.4.1 | Please provide details of how you regularly check that your organisation’s procedures are being implemented effectively. | Y |  |
|  |  |  |  |
| Subsection | **10.5 Workforce Involvement** |  |  |
|  |  |  |  |
| 10.5.1 | Please outline your arrangements for consulting with your workforce on health and safety issues. | Y |  |
|  |  |  |  |
| 10.5.2 | Please provide details of your arrangements for health surveillance of your workforce. | Y |  |
|  |  |  |  |
| Subsection | **10.6 Sub-Contracting/Consulting** |  |  |
|  |  |  |  |
| 10.6.1 | Please provide details of your procedures for assessing health and safety competence of any sub-contractors/consultants that you employ. | Y |  |
|  |  |  |  |
| Subsection | **10.7 Accident Reporting & Enforcement Action** |  |  |
|  |  |  |  |
| 10.7.1 | Please provide details of any reportable accidents and occurrences have been reported under RIDDOR on sites at which you were Principal Contractor during the last 3 years. | Y |  |
|  |  |  |  |
| 10.7.2 | Please detail any HSE / local authority enforcing action with regard to Health and Safety events and accidents (i.e. prosecution or issue of improvement or Prohibition Notices) taken against your company in the past three years (maximum 100 words). | Y |  |
|  |  |  |  |
| 10.7.3 | Please provide your accident frequency rate for the last 3 years | Y |  |
|  |  |  |  |
| Section | **10.8 Personnel** |  |  |
|  |  |  |  |
| 10.8.1 | Please provide details of Company Directors, including names, positions, professional qualifications and office addresses. | Y |  |
|  |  |  |  |
| 10.8.2 | Please provide details of key staff that have been deployed on projects similar to the works required by YSJU, and whom are likely to be involved in the project, including their names, roles, any professional qualifications and a short summary of relevant experience. | Y |  |
|  |  |  |  |
| 10.8.3 | What is the total number of staff employed by your organisation in the UK? | If Applicable |  |
|  |  |  |  |
| 10.8.4 | How do you assess employee’s capabilities and what actions do you take in respect of any training requirements necessary for them to fulfil their role? | If Applicable |  |
|  |  |  |  |
| Section | **11. Declaration** |  |  |
|  |  |  |  |
| Subsection | **11.1 Appendices** |  |  |
|  |  |  |  |
| 11.1.1 | Appendices | If Applicable |  |
|  |  |  |  |
| 11.1.2 | Supporting Information | If Applicable |  |
|  |  |  |  |
| Subsection | **11.2 PQQ Completed By** |  |  |
|  |  |  |  |
|  | I declare that to the best of my knowledge the answers submitted to these questions are correct. 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 process, and I am signing on behalf of my organisation. |  |  |
|  |  |  |  |
|  | I understand that YSJU may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions. I also declare that there is no conflict of interest in relation to YSJU’s requirement. |  |  |
|  |  |  |  |
| 11.2.1 | Name | Y |  |
|  |  |  |  |
| 11.2.2 | Role in Organisation | Y |  |
|  |  |  |  |
| 11.2.3 | Date | Y |  |