**T1 – TECHNICAL SUBMITTAL**

**Sympathetic Conservation and Restoration of a Grade I Listed Church.**

**For**

**All Saints Sandon Church**

**February 2025**

**CONTENTS**

1. **Preamble 1**
2. **Potential Supplier Information 2**
3. **Exclusion Grounds 5**
4. **Economic & Financial Standing 8**
5. **Technical & Professional Ability 9**
6. **Insurance & Indemnity Levels 10**
7. **Data Protection 10**
8. **Membership of Regulatory & Professional Bodies 11**
9. **Technical Questions 12**

**Appendices**

1. Financial Information
2. Insurance Details
3. Technical Question Response
4. **Preamble**

**Supplier Selection Questions**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of Misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire and so induce the Client to enter into a contract, there may be significant consequences. If it is proven that the information you have supplied within this PQQ to be false, then you will be removed from the tendering process immediately.

**Process**

Please answer all questions within this document (**T1 – Technical Submittal**). Please note, **T2 – Technical Scoring** and **T3 – Scoring Matrix** are only to provide guidance and transparency on the scoring process for the Technical Submittal. Bidders are only expected to complete this document (**T1 – Technical Submittal**).

Bidders are expected to return a completed ‘**T1 – Technical Submittal**’ Document incorporating the following appendices:

* 1. Financial Information
  2. Insurance Details
  3. Technical Question Response

1. **Supplier Information**

Please answer the following questions in full.

|  |  |
| --- | --- |
| 1.1(a) | Full name of the potential supplier submitting the information |
|  | |

|  |  |
| --- | --- |
| 1.1(b) | Registered office address (if applicable) |
| Address |  |
|  |
|  |
|  |
| Town |  |
| County |  |
| Postcode |  |
| Website |  |

|  |  |  |
| --- | --- | --- |
| 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) | Are you a Small, Medium or Micro Enterprise (SME)?  **Micro: fewer than 10 employees**  **Small: fewer than 50 employees**  **Medium: fewer than 250 employees** | Yes  No |

|  |  |
| --- | --- |
| 1.1(j) | 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) |
| *[enter details here if applicable]* | |
| 1.1(k) | 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) |
| *[enter details here if applicable]* | |

**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 client 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.

|  |  |  |
| --- | --- | --- |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature  (electronic is acceptable) |  |
| 1.3(h) | Date |  |

1. **Exclusion Grounds**
   1. **Mandatory Exclusion**

Please answer the following questions in full.

|  |  |  |
| --- | --- | --- |
| 2.1(a) | **Regulations 57(1) and (2)**  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. | |
| Participation in a criminal organisation | | Yes  No  If Yes please provide details at 2.1(b) |
| Corruption | | Yes  No ☐  If Yes please provide details at 2.1(b) |
| Fraud | | Yes  No  If Yes please provide details at 2.1(b) |
| Terrorist offences or offences linked to terrorist activities | | Yes  No  If Yes please provide details at 2.1(b) |
| Money laundering or terrorist financing | | Yes  No  If Yes please provide details at 2.1(b) |
| Child labour and other forms of trafficking in human beings | | Yes  No  If 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. |
| *[enter details here if applicable]* | | |

|  |  |  |
| --- | --- | --- |
| 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? | 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. | |
| *[enter details here if applicable]* | | |

* 1. **Discretionary Exclusion**

Please answer the following questions in full.

|  |  |  |
| --- | --- | --- |
| 3.1 | 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  No  If yes, please provide details here |
| 3.1(b) | Breach of social obligations? | Yes  No  If yes, please provide details here |
| 3.1(c) | Breach of labour law obligations? | Yes  No  If yes, please provide details here |
| 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  No  If yes, please provide details here |
| 3.1(e) | Guilty of grave professional misconduct? | Yes  No  If yes, please provide details here |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  If yes, please provide details here |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes  No  If yes, please provide details here |
| 3.1(h) | 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  No  If yes, please provide details here |

1. **Economic & Financial Standing**

Please provide all supplementary Financial Information within a document titles as ‘**Appendix A’** to this PQQ.

|  |  |  |
| --- | --- | --- |
|  | Please answer the following questions and supply supplementary information where prompted. | |
| 4.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box: | Yes  No |
|  | (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes  No |
|  | (b) A statement of the cash flow forecast for the current year | Yes  No |
|  | (c) 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). | Yes  No |

1. **Technical & Professional Ability**

Relevant experience and contract examples

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide details of up to three contracts, in any combination from either the public or private sector; that can act as references. Where possible, the completed contracts should be within the same sector and be of a similar nature to the proposed scheme.  If you cannot provide examples, see below | | | |
|  | Contract 1 | Contract 2 | Contract 3 |
| Name of customer organisation |  |  |  |
| Point of contact in the organisation |  |  |  |
| Position in the organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract |  |  |  |
| Contract Start date |  |  |  |
| Contract completion date |  |  |  |
| Estimated contract value |  |  |  |

Alternative to Providing Examples

| If you cannot provide at least one example for question 7.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract or for a previous company etc. |
| --- |

1. **Insurance & Indemnity Levels**

Insurance documentation & policy cover should be included within a document titled ‘**Appendix B’** when returning this PQQ.

| 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: | | |
| --- | --- | --- |
| Employers'  liability insurance | £5,000,000 |  |
| Public liability insurance | £5,000,000 |  |
| Professional Indemnity insurance | £2,000,000 |  |

1. **Data Protection**

| Please indicate the answer to the following: | YES | NO |
| --- | --- | --- |
| Does your organisation have in place, or will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with your obligations under the General Data Protection Regulation (*Regulation (EU) 2016/679*) and the *Data Protection Act 2018* and to ensure the protection of the rights of data subjects? |  |  |

1. **Membership of Regulatory & Professional Bodies**

| Please give details of membership of relevant regulatory or professional bodies with which your organisation is registered. Please state any registration numbers: |
| --- |
| Professional/Regulatory Body :  Registration Number :  Date of Registration :  Registered Responsible Person : |

**9.0 Technical Questions**

|  |
| --- |
| Provide evidence of your company’s capability of carrying out the activities required for this tender by way of a completed project record, demonstrating the skills, efficiency, experience, and reliability of your organisation. Please answer all questions shown below and return these within an ‘Appendix C’ of this tender. |
| **Question 1 - Case Studies**  Please also provide up to 3 case study projects that are of a similar nature to the proposed scheme. |
| **Question 2 – Project Team**  Using the headings below, please list the skills and experience (including professional, managerial, and technical expertise) that are available within your organisation to enable you to carry out the required work for this scheme.  Please include qualifications of staff where this is relevant to the subject of the contract: |
| Skill  Number of Staff  Qualifications, Training, & Experience |
| CVs – Project Team  Experience – Contracts Manager & Site Manager  Organogram – Project Team |
| **Question 3 – Methodology / Programme**  Please provide a methodology demonstrating how you intend to manage the works from initial appointment through to handover. You should, specifically, clearly identify how you intend to manage the below:   * Work Phasing – to minimise impact on existing church operations. * Health & Safety – to minimise the risk on the staff & public.   The response should include a Gantt Chart / Project Programme which clearly identifies the programme critical path along with a phasing / construction management plan for each phase.  Note : Gantt Chart is required. |
| **Question 4 – Quality + Cost Management**  A high quality of workmanship is required, working within a defined budget. Please advise on how you’ll manage, the works to ensure a high quality of finish within the available funding envelope. |