**Pre-Qualification Questionnaire**

**Part 1: Potential supplier Information**

Please answer the following questions in full.

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| **Section 1** | **Potential supplier information** | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Company registration number (if applicable) |  |
| 1.1(e) | Registered VAT number |  |
| 1.1(f) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual 4. None of the above |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)?  Please confirm the number of employees your organisation has. | Yes ☐  No ☐ |

Please provide the following information about your approach to this procurement:

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| **Section 1** | **Bidding model** | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you currently planning on bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐ |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| **Section 2** | **Grounds for mandatory exclusion** | |
| Question number | Question | Response |
| 2.1(a) | 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 offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | 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. |  |

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| **Section 3** | **Grounds for discretionary exclusion** | |
|  | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. (see also Annex A to this document).  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 ☐ |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐ |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐ |
| 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 at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |

**Part 3: Selection Questions**

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| **Section 4** | **Economic and Financial Standing** | |
|  | Question | Response |

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| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, please indicate which of the following you have provided to demonstrate your economic/financial standing: answer with Y/N in each 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 and a bank letter outlining the current cash and credit position. | 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 ☐ |

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| **Section 5** | **Capability & Commitment – Pass/Fail Questions** |

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| **Note** | Applicants/ Potential Suppliers must meet the ‘Pass’ criteria in the below section or may be disqualified from the procurement process.  If you self-certify that you meet the requirements to these questions, you will be required to provide evidence of this if you are successful at contract award stage. | |
| **5.1** | **Insurance**  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:  Y/N  Employer’s (Compulsory) Liability Insurance = £5 million per claim  Public Liability Insurance = £10 million per claim | Yes ☐  No ☐ |
| **5.2** | **Policies & Processes**  Please answer Y/N to the questions 5.2 a – g inclusive:   1. Please confirm your organisation complies with all relevant legislation relating to Equality & Diversity and equal treatment. Also that your organisation has an Equality & Diversity Policy which explicitly bars discrimination on the grounds of sexual orientation and gender identity, complies with the relevant law, is regularly updated, and which is effectively communicated within the organisation. 2. Please confirm your organisation has an Environment & Sustainability Policy appropriate to the type of work described in the procurement documents and that this is updated at least annually. 3. Please confirm your organisation either has, or will have by contract commencement, the appropriate technical and organisational measures to comply with the Data Protection Act and UKGDPR requirements, including Data Protection and Privacy policies. 4. Please confirm your organisation either has, or will have by contract commencement, a Corporate & Social Responsibility Policy and/or Social Value policy which is regularly updated and impacts monitored. 5. Please confirm that if your organisation is a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act"), that you are compliant with the annual reporting requirements contained within Section 54 of the Act? If yes please provide the relevant url. | Yes ☐  No ☐ |

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| **Section 6** | **Capability & Commitment – Scored Questions** |
| **Note** | These questions will be scored according to the evaluation criteria set out in Section 7 below. Please provide your responses to this section as separate Word or pdf file. |
| **6.1** | **Case Study (comparable experience)**  Please provide details of up to 3 major projects (or projects of a similar scale to the Birmingham Commonwealth Games Opening and Closing Ceremonies) over the last 5 years that your organisation has supported in a similar capacity, detailing in particular your experience in developing the relationships necessary for successful integrated delivery.  The information you provide **should** cover as a minimum the following areas:   * Contract details, including client and scale * A description of the services delivered * Fee value, contract value, & dates * Objectives * Stakeholders * Level and experience of the team and areas of law * Role of your team * Relevance in terms of comparability with this project   If you are responding to this PQQ as a JV/Consortium, and/or if the case study work was carried out as part of a JV/Consortium, please specify which organisation carried out the work and their role as well as the roles of any other third parties involved in the delivery.  Page limit: 1 A4 side: Weighting: 60%    In the event that you are unable to provide a case study, please provide an explanation and an equivalent response detailing the experience and capability of your organisation. |
| **6.2** | Please provide any relevant information regarding the experience of your company working in Birmingham and the West Midlands.  In the event that you are unable demonstrate working in Birmingham and the West Midlands, please provide an explanation and an equivalent response detailing the experience and capability of your organisation. This will be scored according to the same criteria.  Page limit: 1 A4 side: Weighting: 20% |
| **6.3** | Please provide (i) a general overview of your company’s business model; in particular, please outline the extent to which you usually fulfil requirements in-house with permanent members or staff or, alternatively, with subcontractors; (ii) details of how you manage relations with subcontractors; and (iii) details of the measures and processes that you adopt to manage supply chain risk in order to mitigate against failure or delay.  Page limit: 1 A4 side  Weighting: 20% |

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| **Section 7** | **Scoring Criteria** |
| **Note** | The questions in Section 6 above will be evaluated and scored in accordance with the following:   |  |  | | --- | --- | | **Point Score** | **Criteria** | | 5 | Comparable experience fully aligns with anticipated requirements, and responses to questions 6.2 and 6.3 provide Birmingham Ceremonies Limited with no concerns whatsoever. | | 4 | Comparable experience aligns with anticipated requirements, and responses to questions 6.2 and 6.3 pose only limited and/or not insurmountable concerns. | | 3 | Comparable experience mostly aligns with anticipated requirements, but responses to questions 6.2 and 6.3 pose significant or material concerns. | | 2 | Comparable experience is only partly aligned with anticipated requirements, and responses to questions 6.2 and 6.3 provide significant concerns. | | 1 | Comparable experience is not sufficiently aligned with anticipated requirements, and responses to questions 6.2 and 6.3 provide significant concerns. | | 0 | Comparable experience is not aligned with anticipated requirements, and responses to questions 6.2 and 6.3 are either missing or insufficient. |   **Weighting**  Each question is weighted to give it a maximum number of points available and will demonstrate the importance of each question to Birmingham Ceremonies Limited. |

**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 authority 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.

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| **Contact details and declaration** | |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)