

# Tender for Heating Appliance Servicing, Maintenance and Installation for Wokingham Borough Council

## CLARIFICATION NOTE 1

The following questions have been asked:

Question	Answer
<p>1. Please could you advice how a UK based business should respond to section 1.4 Licensing and Registration for both question 1.4.1 and 1.4.2?</p>	<p>1. Section 1.4.1 requires candidates to confirm whether they are registered with appropriate trade register (i.e. Companies House for UK based candidates). If this information is provided elsewhere, candidates may simply refer to the relevant section. Section 1.4.2 asks candidates to provide information about their relevant certification and/or accreditation that may be necessary in order to provide the requirement in this procurement (such as Gas Safe Scheme). If this information (or part of it) is provided elsewhere, candidates may simply refer to the relevant section and only add something extra if they have any other relevant registrations.</p>
<p>2. Section 5.1 relevant experience it state that information will be required about our performance in managing void turnaround of domestic dwellings. Please could you confirm this is correct as this is not a key focus in the introduction to the project.</p>	<p>2. The following paragraph in section 5.1 must be disregarded: “Please note: contacts will be asked to complete a questionnaire that seeks information about your performance in managing void turnaround of domestic dwellings”.</p>
<p>3. With reference to paragraph 8 (Instructions for Completing this Form) of the “WBC Domestic and Commercial Heating PQQ”, can you please confirm that appendices that are not suitable for the stipulated format (such as</p>	<p>3. Form of appendices is intended to be used where candidates need to answer questions or provide any other type of relevant information. Any existing supporting documents (such as Audited Company Accounts) can be submitted in</p>

Audited Company Accounts) can be provided in their published format (i.e. PDF) with the Appendices referenced and bidder name clearly displayed?	PDF format.
4. Deadline for clarification requests	3. Candidates are advised that the last day for clarification requests will be 29 <sup>th</sup> March 2016. Where a specified period ends on a day which is not a working day, the period is to end at the end of the next working day – in this case that would be 29th March 2016.
5. Expressions of interest	4. We would like to use this opportunity to remind all candidates that expression of Interest is only valid by provision of the information requested in the PQQ/return of a completed PQQ.

Issued on 24<sup>th</sup> March 2016