|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Selection Questionnaire**  **This Selection Questionnaire is the first stage of a full open Invitation to Tender, should bidders meet all criteria in this document they may be selected to complete the Invitation to Tender documents for this project.**  **Project Title: Design Services for the Skills Development Centre at Portsmouth Naval Base**  **Issue Date:** 07/25   |  |  | | --- | --- | |  |  | | Version | 4.0 | | Version Issue Date | March 2025 | |

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1. **PROCUREMENT TIMETABLE**

The timetable for this procurement is set out in the following table:

Please note that all dates may be subject to change. If required, during the process, changes to Submission deadlines will be updated via EU Supply Portal

|  |  |
| --- | --- |
| *Date of Issue of Selection Questionnaire* | As per publication date of advert |
| *Deadline for full SQ Submission* | 01/08/2025 |
| *Indicative full ITT Tender release* | August 2025 |

# GUIDANCE

**Section 1 – Selection Questionnaire**

This Selection Questionnaire is a self-declaration against any of the grounds for mandatory and discretionary grounds for exclusion[[1]](#footnote-2). If there are grounds for exclusion, then you may wish to provide evidence to the effect that you have taken measures which are sufficient to demonstrate your reliability despite the existence of the grounds of exclusion.

KBS Maritime will decide upon receiving your explanation and evidence on the basis of Regulation 57(15)–(17) of the Public Contract Regulations 2023 whether your measures are sufficient; otherwise, it could decide to exclude your organisation from this procurement process.

A completed undertaking provides a formal statement that your organisation formally and solemnly declares and represents to KBS Maritime that it has not met any of the mandatory or discretionary exclusions grounds.

This SQ also enables the bidder to provide relevant, previous experience examples that give a clear demonstration of the capabilities required for the specified Project.

If you are currently contracted under the Multi-Discipline Framework Agreement, please refer directly to Section 1 – Part 3 Continued – 3.25.

For the list of exclusion please see [Annex D - Exclusion Grounds: Public Procurement (HTML) - GOV.UK](https://www.gov.uk/government/publications/ppn-0324-standard-selection-questionnaire-sq/annex-d-exclusion-grounds-public-procurement-html)

**Section 2 – DECLARATION**

Contains the Declaration statement. Bidders are advised to read and understand the Declaration prior to signature and submission.

**Confidentiality**

An NDA will be issued as part of this SQ pack. Bidders without KBS Maritime Terms & Conditions in place will be required to sign and return the NDA with the SQ response, the NDA will be fully executed upon the selection of bidders to be invited to Invitation to Tender.

**Communication**

All queries regarding this SQ should be directed through the EU Supply Portal. Please do not contact KBS Supply Chain or other representatives in relation to this SQ directly, all communications must be directed through the portal.

**Requirement**

KBS Maritime is seeking Expressions of Interest from suitably qualified and experienced design consultants or consortia to undertake the design phase of a new Skills Development Centre. This facility will serve as a flagship hub for vocational training, and workforce development, supporting learners, and industry partners in a modern, inclusive, and future-ready environment. This facility will be located in three grade 2\* buildings, located in the Heritage area of Portsmouth Naval Base

The project is currently in its early planning stages, and this EOI represents the first step in identifying capable design partners to help shape the vision and deliver a high-quality, sustainable, and functional facility.

**Scope of Services**

The successful design consultant will be expected to provide comprehensive services including, but not limited to:

* Provisionally up to RIBA 3 Concept and schematic design (subject to change)
* Design development and documentation
* Stakeholder engagement and consultation
* Planning and regulatory approvals
* Sustainability and accessibility integration
* Cost estimation and value engineering input
* Coordination with engineering and specialist disciplines

**Project Objectives**

The Skills Development Centre will aim to:

* Deliver flexible, multi-purpose learning and training spaces
* Incorporate cutting-edge workshop infrastructure and smart technologies in training suites
* Promote environmental sustainability and energy efficiency
* Ensure universal accessibility and inclusive design

**SQ Submission and Deadline**

Completed questionnaires must be returned by the closing date indicated on the opportunity within the EU Supply Portal and in the table above. KBS Maritime reserves the right not to accept any late replies.

Please note that it is the responsibility of suppliers to ensure that their completed questionnaire and requested documentation arrives promptly before the stated deadline.

**Selection Questionnaire Evaluation**

This SQ is evaluated by assessing the various Mandatory and Discretionary exclusions, failure of any Mandatory exclusion will result in the tender submission not being evaluated further.

Discretionary exclusions and previous experience are evaluated at the sole discretion of KBS Maritime and may result in the tender submission being excluded from the process should the bidder fail one or more of the questions.

# **GUIDE TO SECTIONS AND EVALUATION CRITERIA**

The table below lists the sections of the SQ. All the sections are mandatory; if you do not respond to all sections and fail to provide satisfactory reason as to why, this will result in a fail. However, if you are currently contracted under the Multi-Discipline Framework Agreement, please refer directly to Section 1 – Part 3 Continued – 3.25.

KBS Maritime reserves the right to seek clarification of any aspect of the response where necessary for the purpose of fair evaluation.

|  |  |  |
| --- | --- | --- |
| **GUIDE TO SECTIONS** | | |
| **NO** | **TITLE** | **SECTION WEIGHTINGS** |
| **Section 1 – SELECTION QUESTIONNAIRE** | | |
| 1 | SUPPLIER INFORMATION | FOR INFORMATION |
| 2 | MANDATORY GROUNDS FOR EXCLUSION | PASS/FAIL |
| 3 | DISCRETIONARY GROUNDS FOR EXCLUSION | PASS/FAIL |
| **Section 2 - DECLARATION** | | |
| 1 | DECLARATION | SIGNATURE REQUIRED |
| TOTAL | | 100% |

|  |
| --- |
| SECTION 1 - SELECTION QUESTIONNAIRE (SQ) |

1. **SECTION 1 – SELECTION QUESTIONNAIRE**

This Section contains the following Parts

**Part 1** – Potential Supplier Information

**Part 2** – Mandatory Grounds for Exclusion

**Part 3** - Discretionary Grounds for Exclusion

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 - Potential Supplier Information** | | | |
| 1.1 | Name of organisation |  | |
| 1.2 | Primary Contact |  | |
| 1.3 | Role in organisation |  | |
| 1.4 | Phone number |  | |
| 1.5 | Email address |  | |
| 1.6 | Registered office address (if applicable) |  | |
| 1.7 | Registered website address (if applicable) |  | |
| 1.8 | Please mark **X** in the relevant box to indicate your trading status | 1. a public limited company |  |
| 1. a limited company |  |
| 1. a limited liability partnership |  |
| 1. other partnership |  |
| 1. sole trader |  |
| 1. third sector |  |
| 1. other   Please specify: |  |
| 1.9 | Date of registration in country of origin |  | |
| 1.10 | Company registration number (if applicable) |  | |
| 1.11 | Head office DUNS number (if applicable) |  | |
| 1.12 | Registered VAT number |  | |
| 1.13 | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? |  | |
| 1.14 | If you responded **Yes** to 1.10, please provide the relevant details, including the registration number(s) |  | |
| 1.15 | Trading name(s) that will be used if successful in this procurement |  | |
| 1.16 | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-3)? Or a VCSE? Please state which if applicable |  | |
| 1.17 | Details of immediate parent company: | | |
| 1. Full name of the immediate parent company |  | |
| 1. Registered office address (if applicable) |  | |
| 1. Registration number (if applicable) |  | |
| 1. Head office DUNS number (if applicable) |  | |
| 1. Head office VAT number (if applicable) |  | |
| 1. Please enter N/A if not applicable |  | |
| A18 | Details of ultimate parent company | | |
| 1. Full name of the ultimate parent company |  | |
| 1. Registered office address (if applicable) |  | |
| 1. Registration number (if applicable) |  | |
| 1. Head office DUNS number (if applicable) |  | |
| 1. Head office VAT number (if applicable) |  | |
| 1. Please enter N/A if not applicable |  | |

|  |  |  |
| --- | --- | --- |
| **Part 2– Mandatory Grounds for Exclusion** | | |
| 2.1 | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this page, which should be referred to before completing these questions.  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 and listed on the page.  Please indicate **Yes** or **No** in the following boxes. | |
| 1. Participation in a criminal organisation | Yes / No  If Yes please provide details at 1.2 |
| 1. Corruption | Yes / No  If Yes please provide details at 1.2 |
| 1. Fraud | Yes / No  If Yes please provide details at 1.2 |
| 1. Terrorist offences or offences linked to terrorist activities | Yes / No  If Yes please provide details at 1.2 |
| 1. Money laundering or terrorist financing | Yes / No  If Yes please provide details at 1.2 |
| 1. Child labour and other forms of trafficking in human beings | Yes / No  If Yes please provide details at 1.2 |
| 2.2 | If you have answered **Yes** to question 1.1, 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. |  |
| 2.3 | 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? (Self-Cleaning) |  |
| 2.4 | **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? |  |
| 2.5 | If you have answered **Yes** to question 1.4, 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. |  |

Please Note: KBS Maritime reserves the right to use its discretion to exclude a potential Bidder where it can demonstrate by any appropriate means that the potential Bidder is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |
| --- | --- | --- |
| **Section 3 –Discretionary Grounds for Exclusion**  **Regulations 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.  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.  Please select **Yes** or **No** from the drop-down boxes. | | |
| 3.1 | Breach of environmental obligations? | Yes / No  If **Yes** please provide details at 2.14 |
| C3.2 | Breach of social obligations? | Yes / No  If **Yes** please provide details at 2.14 |
| 3.3 | Breach of labour law obligations? | Yes / No  If **Yes** please provide details at 2.14 |
| 3.4 | 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 2.14 |
| 3.5 | Guilty of grave professional misconduct? | Yes / No  If **Yes** please provide details at 2.14 |
| 3.6 | Entered into agreements with other economic operators aimed at distorting competition? | Yes / No  If **Yes** please provide details at 2.14 |
| 3.7 | 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 at 2.14 |
| 3.8 | Been involved in the preparation of the procurement procedure? | Yes / No  If **Yes** please provide details at 2.14 |
| 3.9 | 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 at 2.14 |
| 3.10 | The organisation is 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. | Yes / No  If **Yes** please provide details at 2.14 |
| 3.11 | The organisation has withheld such information. | Yes / No  If **Yes** please provide details at 2.14 |
| 3.12 | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | Yes / No  If **Yes** please provide details at 2.14 |
| 3.13 | The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection, or award. | Yes / No  If **Yes** please provide details at 2.14 |
| 3.14 | If you have answered **Yes** to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) |  |

|  |  |  |
| --- | --- | --- |
| ECONOMIC AND FINANCIAL STANDING – Part 3 continued  This section is self-certification.  Please select **Yes** or **No**. | | |
| 3.15 | 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 a **Yes** or **No** in the relevant box. |  |
| 1. 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. |  |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
| 1. 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). |  |
| 3.16 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Financial Information | | | |
| 3.17 | This information is mandatory and will be subject to ratio analysis and scored in accordance with the scoring system set out below. This information should be taken from the last 2 years audited financial statements (if applicable) | | |
| **Financial Year ending:** | | **20** | **20  (latest)** |
| **Pounds** | | **£** | **£** |
| ***A*** | Annual Turnover |  |  |
| ***B*** | Cost of Sales |  |  |
| ***C*** | Operating Profit (before Interest and Tax) |  |  |
| ***D*** | Interest payable |  |  |
| ***E*** | Fixed Assets |  |  |
| ***F*** | Current Assets |  |  |
| ***G*** | Closing Stock |  |  |
| ***H*** | Cash |  |  |
| ***I*** | Trade Debtors |  |  |
| ***J*** | Current Liabilities |  |  |
| ***K*** | Trade Creditors |  |  |
| ***L*** | Shareholders’ Equity |  |  |
| ***M*** | Long/Short Term Debt (including overdraft) |  |  |

**Financial Ratios:**

For a candidate provider to proceed to the tender stage it needs to achieve a **minimum total score** of **3** when responding to the three questions below and score at least 1 on each individual question:

**Assessment of most recent annual turnover in proportion to annual contract value**

The following scoring will be applied:

|  |  |
| --- | --- |
| **Score** | **Latest year** |
| **3** | Annual estimated value of the contract £1million represents between 0.01% and 24.9% of Company’s recent annual turnover. |
| **2** | Annual estimated value of the contract £1million represents between 25% and 29.9% of Company’s recent annual turnover. |
| **1** | Annual estimated value of the contract £1million represents between 30% and 49.9% of Company’s recent annual turnover. |
| **0** | Annual estimated value of the contract £1million represents 50% or greater of Company’s recent annual turnover. |

**Average net profit margin (Operating Profit (c) / Turnover) x 100**

The following scoring will be applied:

|  |  |
| --- | --- |
| **Score** | **Average over years** |
| **3** | Over 10% |
| **2** | Over 5% up to and including 10% |
| **1** | 0% up to and including 5% |
| **0** | Negative |

**Current ratio for latest year - (Current Assets (f) /Current Liabilities (j))**

The following scoring will be applied:

|  |  |
| --- | --- |
| **Score** | **Recent Year** |
| **3** | Greater than 1.50 |
| **2** | Over 1.25 up to and including 1.50 |
| **1** | Over 0.1 up to and including 1.25 |
| **0** | Up to and including 0.1 |

Questions 3.18 to 3.25 constitute further discretionary grounds for exclusion.

Where a Bidder provides a non-compliant answer to this question and does not provide a response which, in the sole opinion of KBS Maritime, mitigates any risk that might arise as consequence of the non-compliant answer, this will constitute a failure

|  |  |
| --- | --- |
| **3.18** | JOSCAR registration |
| *GUIDE* | *Please State YES or NO and provide Registration number* |
| Please confirm if you are a member of the JOSCAR community and have a validated registration profile to stage 2. Please provide your JOSCAR registration number. | |
|  | |
| If your organisation is not a member of the JOSCAR community, please note that maintaining a valid JOSCAR registration profile to stage 2, is a mandated requirement of working with KBS. Please confirm that you agree to joining and completing a Stage 2 profile within 3 months of award. For more information on JOSCAR and to start a registration, please go to [JOSCAR Suppliers : Hellios](https://hellios.com/joscar-suppliers/) | |
|  | |

|  |  |
| --- | --- |
| **3.19** | Insurance |
| *GUIDE* | *Please State YES (PASS) or NO (FAIL)* |
| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, these levels of minimum insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £10m Public Liability Insurance = £10m  Professional Indemnity *(if applicable*) = not less than £5m  Cyber Liability *(if applicable*) = not less than £5m  \* 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. | |
|  | |

|  |  |
| --- | --- |
| **3.20** | Security and Cyber Requirements |
| *GUIDE* | *Please State YES (PASS) or NO (FAIL)* |
| 3.20-A | The cyber risk profile for this project is very low. Please confirm you comply with the DEFSTAN requirements as detailed in the mandatory flow downs. |
|  | |
| 3.20-B | Does your company have a Cyber Essentials or Cyber Essentials Plus Certificate? Please submit your certification with your response.  Please note, a minimum of Cyber Essentials Certification is a mandatory requirement. If you currently do not hold this certification, please provide evidence that your organization is in the process of obtaining this certification. |
| Please confirm your Cyber Essentials Status: | |
| 3.20-C | Please confirm your full acceptance of the Security Guidelines included in this Tender Pack, including your acceptance of meeting the entry pass required clearance levels. Please note – Security Clearances are to be maintained for the life of the Contract and are a mandatory requirement for sib-contractors. |
|  | |

|  |  |
| --- | --- |
| **3.21** | Health & Safety |
| *GUIDE* | Please select yes or no where required and provide evidence. Yes – PASS No – FAIL unless a satisfactory explanation is provided. |
| 1) Does your company have a written health and safety policy?  If no, please describe how your company manages health and safety, particularly outlining your commitment to maintaining a safe working environment.  2) Does your company hold ISO 45001 and ISO 9001?  3) Does your company have an organisational structure for managing health and safety?  If no, please explain how your company manages health and safety, including key roles and responsibilities.  4) Does your company have a reporting and recording procedure for workplace incidents based on the ISO 9001 and ISO 45001 standards?  If no, please explain how you review and internally audit your health and safety procedures, including any lessons learned from accidents or near misses.  5) Please confirm that you have fully read and acknowledged the SHE Conditions (ID-30502) and that these will be adhered to during all stages of this project.  6) In the last 5 years has the company had any HSE prosecutions? | |
| 1. Yes/No and provide evidence (*If no, please provide information below)*      1. Yes/No and provide evidence 2. Yes/No and provide evidence (*If no, please provide information below)*      1. Yes/No and provide evidence (*If no, please provide information below)*      1. Yes/No and provide evidence 2. Yes/No and provide evidence | |

|  |  |
| --- | --- |
| **3.22** | Environmental |
| *GUIDE* | *Guide 800 Words* |
| 1. Does your company have a written environmental policy? 2. Does your company hold an ISO 14001 Environmental Management Systems accreditation (or an equivalent system such as BS 8555)?   If no, please explain your business model and controls for reducing the environmental impacts of your business operations.   1. Please provide a detailed response supported by proven track record examples, which demonstrates a commitment to controlling and reducing the following:   - Carbon emissions including energy consumption and fleet management  - Conservation of water  - Reduction in generated waste | |
| 1) Yes/No an provide evidence  2) Yes/No an provide evidence (*If no, please provide information below)*    3) | |

|  |  |
| --- | --- |
| **3.23** | Accreditations (for information only) |
| *GUIDE* | *Please give details of the Accreditations that are held by your organisation* |
| Please provide copies of industry standard certification/accreditation/registration details for any relevant Legal or other Standards your products/services have to meet and may be relevant to the delivery of services at Portsmouth Naval Base (e.g. GasSafe, NASC, etc): | |
|  | |

|  |  |
| --- | --- |
| **3.24** | Intellectual Property |
| GUIDE | *Please state YES (PASS) or NO (FAIL, only to question b)* |
| 1. Is there a requirement to utilise background IP for the delivery of this service? | |
| Yes/No | |
| 1. If yes, do you have all the required permits, consents and licences required to do so, please provide evidence (If yes, and evidenced – PASS) (If no, Auto Fail) | |
| Yes/No | |

|  |  |
| --- | --- |
| **3.25** | Social Value |
| GUIDE | Please select yes or no and provide evidence (where possible). Yes – PASS/ No – FAIL unless a satisfactory explanation is provided. |
| 1. Local Employment and Skills - Does your organisation actively prioritise local employment opportunities and skills development, particularly for underrepresented or disadvantaged communities? 2. Environmental Sustainability - Does your organisation have measures in place to minimise environmental impact and promote sustainability, including reducing carbon emissions and waste? 3. Community Engagement - Does your organisation engage with and support local communities through partnerships or contributions to community development initiatives? 4. Diversity and Inclusion - Does your organisation have formal policies and practices to ensure diversity and inclusion, fostering equal opportunities for all suppliers and subcontractors? 5. Support for SMEs **-** Does your organisation actively facilitate opportunities for SMEs, including subcontracting, supplier diversity initiatives and/or support programmes? 6. Health and Wellbeing - Does your organisation have policies that promote the health and wellbeing of employees, including workplace safety, mental health support, and work-life balance initiatives? 7. Ethical Procurement Practices - Does your organisation ensure ethical procurement practices, including compliance with labour standards, human rights considerations, and preventing modern slavery or exploitation? | |
| 1. Yes/No and provide evidence 2. Yes/No and provide evidence 3. Yes/No and provide evidence 4. Yes/No and provide evidence 5. Yes/No and provide evidence 6. Yes/No and provide evidence 7. Yes/No and provide evidence | |

|  |  |
| --- | --- |
| **3.26** | Sub-Contract Acceptance |
| GUIDE | Please State YES (PASS) or NO (FAIL) |
| 1. Do you already have a Framework Contract in place with KBS Maritime. (Yes/No) (If 'Yes', these terms and conditions will be utilised for this bid. If 'No', please answer question b) | |
| Yes / No | |
| 1. We **agree** (Yes) or **do not agree** (No) to the Terms and Conditions provided as part of this Standard Selection Questionnaire by selecting either ‘**Yes**’ or ‘**No**’ in the adjacent boxes, if **No** is selected or you do not complete this section, your submission  may be disqualified on that basis, and you will not be taken any further in this selection or tender process. | |
| Yes / No | |

|  |  |  |
| --- | --- | --- |
| **Section 1 – Part 3 Continued – 3.27 - Previous Experience in Delivering Same or Similar Services**  Responses to this question will be evaluated as **PASS / FAIL**  Please provide details of **three contracts** involving the same or similar requirement, in any combination from either the public or private sector, charity or social enterprise (VCSE) that are relevant to the Authority’s requirement. VCSEs may include examples of grant-funded work. Contracts for supplies or services should have been performed during the **past three years**.  Please use the detail provided within the requirement description (page 4 of this document) to demonstrate applicable experience. Please also detail experience of working with heritage buildings and assets.  Please name a customer contact for those contracts and ensure they will be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided by your organisation and are prepared to provide a written reference.  If you are or represent a group of or a Consortium of providers, you can use contracts completed previously by the Group/Consortium. If this is not possible (e.g. the consortium is newly formed, or a Special Purpose Vehicle will be created for this contract) then the three separate contract examples could derive from the principal member(s) of the proposed group/consortium or Special Purpose Vehicle (three examples are not required from each member of the group/consortium).  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 contract. | | |
| 3.26(a) | **Relevant Contract Example 1** | |
| 1. Name of Customer Organisation |  |
| 1. Point of Contact in the Organisation |  |
| 1. Position in the Organisation |  |
| 1. Point of Contact Email address |  |
| 1. Contract Start Date |  |
| 1. Contract Completion Date |  |
| 1. Estimated Contract Value |  |
| 1. Please provide a brief description of the contract including evidence as to your technical capability in this market.   **Please use no more than 500 words** | |
|  | |
| 3.26(b) | **Relevant Contract Example 2** | |
| 1. Name of Customer Organisation |  |
| 1. Point of Contact in the Organisation |  |
| 1. Position in the Organisation |  |
| 1. Point of Contact Email address |  |
| 1. Contract Start Date |  |
| 1. Contract Completion Date |  |
| 1. Estimated Contract Value |  |
| 1. Please provide a brief description of the contract including evidence as to your technical capability in this market.   **Please use no more than 500 words** | |
|  | |
| 3.26(c) | **Relevant Contract Example 3** | |
| 1. Name of Customer Organisation |  |
| 1. Point of Contact in the Organisation |  |
| 1. Position in the Organisation |  |
| 1. Point of Contact Email address |  |
| 1. Contract Start Date |  |
| 1. Contract Completion Date |  |
| 1. Estimated Contract Value |  |
| 1. Please provide a brief description of the contract including evidence as to your technical capability in this market.   **Please use no more than 500 words** | |
|  | |

|  |
| --- |
| SECTION 2 - DECLARATION |

1. **Section 2 - DECLARATION**

|  |  |  |
| --- | --- | --- |
| **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. | | |
| 3.1 | Contact name |  |
| 3.2 | Name of organisation |  |
| 3.3 | Role in organisation |  |
| 3.4 | Phone number |  |
| 3.5 | Email address |  |
| 3.7 | Signature (electronic is acceptable) |  |
| 3.8 | Date |  |

1. [↑](#footnote-ref-2)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-3)