# BRITTEN PEARS ARTS

# *BRITTEN PEARS BUILDING (BP1) & CARPARK AND LANDSCAPING (FLD2) WORKS*

# Introduction

BPA is a pioneering cultural charity based in Suffolk. It emerged from the determination of composer Benjamin Britten and his partner, singer Peter Pears, to ensure everyone could enjoy and experience music. Britten Pears Arts aims to continue their legacy to develop talent, celebrate their heritage and engage with communities.

The organisation has a long local history dating back to when Britten and Pears founded the Aldeburgh Festival in 1948 and moved into the Red House in Aldeburgh in 1957. Today, Snape Maltings and The Red House have become major cultural destinations. 100% of the profits from the businesses based at these sites go towards the charitable work of Britten Pears Arts.

BPA is taking forward a Capital Investment Programme at its facilities at Snape Maltings. The common theme of the works proposed is the aim to achieve improved accessibility to its facilities, to reduce barriers to participation and significantly lower BPA’s carbon footprint, and in turn its energy consumption and running costs.

# Summary of Works

The works proposed comprise the following:

Britten Pears Building (BP1)

* Full internal refurbishment including new mechanical and electrical services, new toilets and refurbished windows, excluding the Trask Café and Kitchen finishes.
* Construction of a new lift tower to enable enhanced access to upper floors, facilitated by partial wall and roof removal.
* Removal of the existing and installation of a new repositioned sprinkler tank in the service yard between the Britten Pears Building and the Concert Hall.
* General access improvements, including a new entrance ramp and passenger and equipment lift to all floors and the replacement and automation of the entrance doors.
* Conversion of the first floor practice rooms to provide seven larger multifunction studios/break out spaces.
* Creation of an accessible top floor multi-purpose activity space, created through internal reconfiguration of the Cranbrook Room.
* Thermal upgrades to fabric to reduce energy consumption.
* Transformation of the Peter Pears Recital room into flexible studio and refurbishment of its bleacher seating.
* Removal of the old technical room to create accessible seating areas.
* New lighting system, sound and video infrastructure including permanent lighting and AV control position. New wheelchair positions to the upper level and improved wheelchair access to the lower level.
* Installation of a backstage Technical AV infrastructure throughout the building.
* External soft and hard landscaping alterations including steps and ramps and car park resurfacing to enable the provision of 3 blue badge parking bays.
* Works to be carried out in accordance with ecological requirements, including a Reasonable Avoidance Measures (RAMs) Method Statement and Construction Environmental Management Plan (CEMP).

Carpark and Landscaping (FLD2)

This scope is split into three parts, and will include surface upgrades with resin bound gravel and parking bay markings to allow the provision of Blue Badge spaces, with associated lighting improvements. Upgrades will be to the following areas:

* North car parks, including the Craft Shop and pond-side car parks to North West of the Concert Hall
* South car park, the Paddock car park to the South East of the Britten Pears Building

# Procurement Process

BPA is seeking a Principal Contractor to complete the above works. The procurement of the works will follow a two stage flexible competitive tender process consisting of the following:

* Stage 1: Selection Questionnaire (PQQ), issued on the Central Digital Platform
* Stage 2: Tender, issued to successful contractors following Stage 1.

# Procurement Timetable

|  |  |  |
| --- | --- | --- |
| Procurement Stage | Key Event | Date |
| Stage 1: Selection Questionnaire | Selection Questionnaire Publication Date | 11/03/2025 |
| Closing Date for submissions | 07/04/2025 |
| Expected date to advise if contractor has been selected to proceed to Stage 2 | 16/04/2025 |
| Stage 2: Tender | Expected Tender Issue  | 22/04/2025 |
| Expected Closing Date for Submissions | 05/06/2025 |
| Expected Contract Award | End July 2025 |

# Stage 1: Selection Questionnaire

The contractor is to refer to the following information provided:

* Selection Questionnaire (included in this document below, for completion)
* Architectural RIBA Stage 3 Reports (BP1 and FLD2)
* Contractor Design Portion (CDP) Items - BP1 & FLD2

# Stage 2: Tender

The Tender will be issued to successful contractors following the completion of the RIBA Stage 4 design. BPA will retain the design consultants throughout the works. There will be Contractor’s Design Portion (CDP) elements as part of the contract that will be issued.

Tenders will be awarded based on the following criteria.

* Quality: 40%
* Price: 60%

# Additional Information

# Planning & Listed Building Consent Reference Numbers

BP1: DC/24/4445/FUL, DC/24/4446/LBC

# Contract Form

JCT 2016 Standard Building Contract without Quantities.

This will include Contractor’s Design Portion (CDP) items.

# Construction Period

It is envisaged the contract will be awarded around the end of July 2025. The contractor will be required to mobilise and commence works immediately following. Works will need to be completed in April 2026.

# Construction Logistics

Whilst the Britten Pears Building will not remain operational during the works, the project will interface with the remaining Snape Maltings precinct.

There will be Flood Defence improvements to the precinct that will occur alongside the BP1 and FLD2 works. These works are managed by the Water Management Alliance (WMA). As such, the Construction Management Plan will be required to consider another contractors operational plan as well as wider public access and safety.

For the remainder of the precinct, the contractor will be required to enable BPA to maintain operations as ‘business as usual’. The adjacent Concert Hall and the services that the Britten Pears Building shares will need to be maintained and accessible throughout the works and a programme of temporary shutdowns, handovers and quiet periods to allow site activities will require close coordination and regular communication with BPA.

# Financial requirements

The contractor will be required to hold the following insurances:

* Employer’s (Compulsory) Liability Insurance = £10M
* Public Liability Insurance = £10M
* Professional Indemnity & Product Liability Insurance = £5M

Additionally, the following will be included in the contract:

* Performance bond: 10% of the building contract sum, to expire at Practical Completion
* Liquidated and Ascertained Damages: £5K per week or part thereof for the first 2 weeks, and then £10K per week thereafter.

# Instructions to Contractors

# Selection Questionnaire Responses

Only one Selection Questionnaire response is permitted per Contractor. If a Contractor submits more than one response, only the one with the latest time and date of receipt noted will be evaluated, any others will be disregarded.

All documents requiring a signature must be signed as follows:

* Where the Contractor is a company, by two directors or by a director and the secretary of the company,provided that such persons are authorised for this role; or
* Where the Tenderer is an individual, by that individual; or
* Where the Tenderer is a partnership, by at least two duly authorised partners.

Failure to provide all of the information required or to meet the requirements of this document may result in your Tender not being considered by BPA due to it being a non-compliant Tender.

# Tender Queries

BPA will be using [Find a Tender](https://www.find-tender.service.gov.uk/Search) to manage the procurement process. The central digital platform is an online tender advertisement facility which allows awarding authorities to advertise their tender opportunity and receive enquiries from suppliers electronically.

Interested contractors are then required to contact BPA to receive the detailed information.

All clarifications must be emailed to Ken Baines at kbaines@brittenpearsarts.org and Michael Turner Manners at m.turnermanners@gardiner.com.

BPA will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time. The Public Contracts Regulation 2015 require that Contracting Authorities respond to any request for clarification at least 4 days before the deadline. In order to satisfy this requirement, no tender queries will be considered after 10 days before the Tender Closing Date.

To ensure equality of treatment of Tenderers, all questions and clarifications raised by Tenderers together with the BPA's responses (but not the source of the questions) will be visible to all participants.

Tenderers should indicate if a query is of a commercially sensitive nature - where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if BPA, at its sole discretion does not either, consider the query to be of a commercially confidential nature or one which all Tenderers would potentially benefit from seeing both the query and BPA's response, BPA will:

invite the Tenderer submitting the query to either declassify the query and allow the query along with the Authority's response to be circulated to all Tenderers; or

request the Tenderer, if it still considers the query to be of a commercially confidential nature, to withdraw the query.

BPA reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.

If Tenderers have any queries or have any doubt as to what is required, or will have difficulty in providing the information requested please contact:

# Submission of Selection Questionnaire

Failure to return your Selection Questionnaire responses in the correct manner may result in your exclusion from consideration for the Contract.

Contractors must allow sufficient time before the Closing Date to upload and submit their responses. BPA reserves the right to reject responses received after the Closing Date.

Contractors may withdraw or modify their responses prior to the Deadline and clearly confirming their intention to do so. No responses may be modified subsequent to the Deadline for receipt.

All responses are to be submitted electronically to Ken Baines at kbaines@brittenpearsarts.org and Michael Turner Manners m.turnermanners@gardiner.com by 3.00pm on the Closing date for Section Questionnaire submissions as indicated in the Procurement Timetable.

# Site Visits

If Tenderers wish to visit the site, BPA must be contacted in advance via email to Ken Baines - kbaines@brittenpearsarts.org. Contractors are only permitted access to the site by pre- arranged appointment with BPA. Representatives of BPA may accompany Tenderers when they visit and inspect the site.

# Standard Selection Questionnaire

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

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 an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**BRITTEN PEARS ARTS**

**BRITTEN PEARS BUILDING (BP1) & FLOOD DEFENCE WORKS (FLD2)**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential supplier Information**

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.

|  |  |
| --- | --- |
| Section 1 | Potential supplier information |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website 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) | 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) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐No ☐N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | 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
 |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | Yes ☐No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-3) - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[4]](#footnote-4)(Please enter N/A if not applicable) |  |
| 1.1(o) | 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) |  |
| 1.1(p) | 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) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

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

|  |  |
| --- | --- |
| Section 1 | Bidding model |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐No ☐ If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

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**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.

|  |  |
| --- | --- |
| Section 1 | Contact details and declaration |
| Question number | Question | Response |
| 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 |  |

**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) | **Regulations 57(1) and (2)** The detailed grounds for mandatory 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 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 [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.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 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 ? (Self Cleaning) | 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. |  |

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

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| Section 3 | Mandatory and discretionary grounds relating to the payment of taxes and social security contributions.  |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex C, and should be referred to before completing these sections.  |
|  | Question | Response |
| 3.1(a) | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.If documentation is available electronically, please provide:* the web address,
* issuing authority,
* precise reference of the documents
 | Yes ☐No ☐ |
| 3.1 (b) | If you have answered no to 3.1(a) please provide further details including the following:* Country concerned,
* what is the amount concerned
* how the breach was established, i.e. through a judicial or administrative decision or by other means.
* if the breach has been established through a judicial or administrative decision, please provide the date of the decision,
* if the breach has been established by other means, please specify the means.
 |  |
| 3.2 | Please also confirm whether 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. | Yes ☐No ☐ |
| Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions |
|  |
| Section 4 | Grounds for discretionary exclusion  |
|  | Question | Response |
| 4.1 | **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. 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. |
| 4.1(a) | Breach of environmental obligations?  | Yes ☐No ☐If yes please provide details at 3.2 |
| 4.1 (b) | Breach of social obligations?  | Yes ☐No ☐If yes please provide details at 3.2 |
| 4.1 (c) | Breach of labour law obligations?  | Yes ☐No ☐If yes please provide details at 3.2 |
| 4.1(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 |
| 4.1(e) | Guilty of grave professional misconduct? | Yes ☐No ☐If yes please provide details at 3.2 |
| 4.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐No ☐If yes please provide details at 3.2 |
| 4.1(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 at 3.2 |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐No ☐If yes please provide details at 3.2 |
| 4.1(i) | 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 3.2 |
| 4.1(j)4.1(j) - (i)4.1(j) - (ii)4.1(j) –(iii)4.1(j)-(iv) | Please answer the following statementsThe 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.The organisation has withheld such information. The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.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 3.2Yes ☐No ☐If Yes please provide details at 3.2Yes ☐No ☐If Yes please provide details at 3.2Yes ☐No ☐If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 4.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million. If you are a relevant commercial organisation, please – * Confirm that you have published a statement as required by Section 54 of the Modern Slavery Act
* Confirm that the statement complies with the requirements of Section 54
 | Yes ☐No ☐Yes ☐No ☐ |
| 4.3 | 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) |  |

**Part 3: Selection Questions**[[5]](#footnote-5)

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| --- | --- |
| **Section 5** | **Economic and Financial Standing**  |
|  | Question | Response |

|  |  |  |
| --- | --- | --- |
| **5.1** | 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 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 ☐ |
| **5.2** | 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. | Yes ☐No ☐ |
| **5.3** | Please give details of any outstanding claims or litigation against the firm which have possible financial implications including estimates of any financial liabilities |  |

|  |  |
| --- | --- |
| **Section 6** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:**  |

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Relationship to the Supplier completing these questions** |  |

|  |  |  |
| --- | --- | --- |
| **6.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐No ☐ |
| **6.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐No ☐ |
| **6.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Yes ☐No ☐ |

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| **Section 7** | **Technical and Professional Ability**  |

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| **7.1** | **Relevant experience and contract examples (50% of the qualitative assessment– each example of equal weighting.** Please provide up to 3 relevant examples, undertaken within the last 5 years. Preferably these contracts should have been completed, with a value of £1-10m, and demonstrate that you have experience of the following project characteristics:1. Refurbishment and alteration of historic buildings (preferably listed buildings),
2. Culturally significant buildings (or other public or landmark buildings).
3. Exacting standards of environmental control (such as temperature, humidity, daylight and security).
4. Integration of new mechanical, electrical and public health services with existing systems.
5. Inclusion of Contractor Design Portions within the contract.
6. Soft and hardscape improvements.
7. Working in a live environment
8. Temporary works for structural alterations.
9. Excavations in high water levels

Each example should be no more than 2 sides of A4 and should provide the following information:* Brief description of the contract scope.
* Names of consultant team.
* Form of procurement and contract.
* Cost at commencement of the contract and outturn construction cost.
* Commencement date and duration of the contract, including completion dates agreed at commencement compared to actual completion dates.
* Health and safety record for the project (for example, number of reportable and non-reportable incidents, hours worked without incident etc).
* Explanation of how your experience related to the example is relevant to the project characteristics stated above.

For each example, the following basic information in the table below in order that confirmation of the accuracy of the information provided for the example can be obtained in writing:* Name of client organisation.
* Point of contact for the organisation, including role within the organisation, address, telephone number and email.

Each example will be equally weighted in terms of scoring as set out in the table below. If you cannot provide examples see question 7.3. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Contract**  |  |  |  |
| **Name of client 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** |  |  |  |

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| **Scoring Method (0-10) for Relevant Experience and Contract Examples** |
| **0** | **Non-Compliant Response**: No information is provided, or the content of the response does not address the stated requirements. |
| **1** | **Questionably Unacceptable Response**: The information provided is largely incomplete, and/or the example cannot be considered relevant. |
| **2** | **Very Poor Response**: The information provided contains extensive and significant omissions, and/or the relevance of the example is questionable.  |
| **3** | **Poor Response**: The information provided contains a number of significant omissions and/or the example is relevant only to a minority (four or less) of the project characteristics listed in 7.1 |
| **4** | **Unsatisfactory Response**: The response contains minor omissions, and/or the example is relevant to the majority (five or more) of the project characteristics listed in 7.1 |
| **5** | **Satisfactory Response:** The response is considered to provide all of the required information, and the example has some but limited relevance to all of the project characteristics listed in 7.1 |
| **6** | **Good Response**: The response provides all of the required information. The example demonstrates direct relevance to at least three of the project characteristics listed in 7.1 and some but limited relevance to the remainder. In order for the example to be considered to have “direct” relevance in relation to a listed characteristic, the content must clearly explain how the experience specifically relates to the Britten Pears Building Project  |
| **7** | **Very Good Response:** The response provides all of the required information, and the example demonstrates direct relevance to all of project characteristics listed in 7.1. In order for the example to be considered to have “direct” relevance in relation to a listed characteristic, the content must clearly explain how the experience specifically relates to the relates to the Britten Pears Building project  |
| **8** | **Excellent Response:** The response provides all of the required information. The example demonstrates a high degree relevance to at least three of the project characteristics listed in 7.1, and direct relevance to the remainder. In order for the example to be considered to have “a high degree” of relevance in relation to a listed characteristic, the content must clearly explain how the experience is particularly relevant, and how and why this experience is transferable to the Britten Pears Building project . |
| **9** | **Outstanding Response:** The response provides all of the required information. The example demonstrates a high degree relevance to at least five of the project characteristics listed in 7.1, and direct relevance to the remainder. In order for the example to be considered to have “a high degree” of relevance in relation to a listed characteristic, the content must clearly explain how the experience is particularly relevant, and how and why this experience is transferable to the Britten Pears Building project.  |
| **10** | **Exemplary Response:** The response provides all of the relevant information, and the example demonstrates a high degree of relevance to all of project characteristics listed in 7.1. In order for the example to be considered to have “a high degree” of relevance in relation to a listed characteristic, the content must clearly explain how the experience is particularly relevant, and how and why this experience is transferable to the Britten Pears Building project. |

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| **7.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)(500 word limit) |

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| **7.3**  | If you cannot provide at least one example for questions 7.1, 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.(500 word limit) |

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| **Section 8** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |

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| --- | --- | --- |
| **8.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐N/A ☐ |
| **8.2** | If you have answered yes to question 8.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐Please provide the relevant url …No ☐Please provide an explanation |

**9. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

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| **Section 9** | **Additional Questions**  |
| **9.1** | **Insurance** |

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| a. | 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 = £10MPublic Liability Insurance = £10MProfessional Indemnity & Product Liability Insurance = £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. |
| b. | Please provide a copy of the following copies of insurance certificate for the following insurances:* Employers Liability Insurance
* Public Liability Insurance
* Professional Indemnity Insurance

The certificate should indicate the insurer, the policy number, the extent of coverage and the expiry date. |
| c. | Please provide full details of any claims made under your firms Insurances within the last 5 years |

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| **9.2** | **Skills and Apprentices[[6]](#footnote-6)**  |

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| **a.** | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 06/20.Please confirm if you will be supporting apprenticeships and skills development through this contract. | Yes ☐No ☐ |
| **b.** | If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Yes ☐No ☐ |
| **c.** | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Yes ☐No ☐ |

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| **9.4** | **Additional Questions** |
| **a.** | Please confirm if your organisation has a Quality Policy/ Assurance System or similar in place. If yes, please enclose details of the system. | Yes ☐No ☐ |
| **b.** | Please confirm that your organisation has a full Health & Safety Policy/procedure. Please provide a copy of the policy. | Yes ☐No ☐ |
| **c.** | Please provide if your organisation has an environmental policy. Please provide a copy of the policy. | Yes ☐No ☐ |
| **d.** | Please confirm that your organisation has capacity to mobilise and commence activities in August 2025  | Yes ☐No ☐ |

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| **9.5** | **Additional Questions to Assess Technical and Professional Ability (50% of qualitative assessment – each question of equal weighting).**  |
| **a.** | Please describe, using your relevant experience and technical and professional ability, how you have successfully managed significant alterations to an existing/historic building, including structural interventions, the introduction of mechanical and electrical services and new build elements.We would like you to demonstrate how you identified the constraints and risks associated with the work and actively managed them. Please limit your response to 3 sides of A4. **Weighting = 25%.** |
| **b.** | Describe, using your relevant experience and technical and professional ability, how you have successfully developed and delivered a programme and logistical plan for a contract of equivalent complexity to the works. Please demonstrate how you identified the optimum sequence of activities, developed the programme and measured and reported progress. Please evidence how you identified potential and actual delays to the programme, and agreed appropriate mitigation.Please limit your response to 3 sides of A4. **Weighting = 25%.** |

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| **9.5 Technical/Professional Ability – Scoring Criteria (0-10)**  |
| **0** | **Non-Compliant Response**: No answer if provided, or the response does not address any of the requirements. |
| **1** | **Questionably Unacceptable Response**: The answer is largely incomplete, and/or demonstrates no relevance. |
| **2** | **Very Poor Response**: The answer contains extensive and significant omissions, and/or the relevance of the response is questionable with no supporting evidence.  |
| **3** | **Poor Response**: The answer contains a number of significant omissions and/or the response is relevant only in part with little supporting evidence. |
| **4** | **Unsatisfactory Response**: The answer contains minor omissions, and/or the response is mostly relevant but lacking evidence in key areas.  |
| **5** | **Satisfactory Response:** The answer is comprehensive and generally relevant. There is generally some evidence of transferable experience/ability, however, this is limited in some areas. |
| **6** | **Good Response**: The answer is comprehensive and entirely relevant, with sound evidence of transferable experience/ability in most areas. However, there are several areas where the evidence is less compelling. |
| **7** | **Very Good Response:** The answer is comprehensive and entirely relevant, with precise examples of transferable experience/ability in all areas. |
| **8** | **Excellent Response:** The answer is meticulous with precise examples of transferable experience/ability provided throughout. Plus in certain areas, the experience is particularly extensive or a distinct ability is demonstrated.  |
| **9** | **Outstanding Response:** The answer is comprehensive and entirely relevant and in all areas the experience is particularly extensive or distinct ability is demonstrated. |
| **10** | **Exemplary Response:** The answer is comprehensive and entirely relevant and in all areas extensive experience or particular ability is demonstrated. In certain areas, singular experience or ability is demonstrated for example in terms on innovation or best practice.  |

**Annex C**

**Mandatory Exclusion Grounds**

**Public Contract Regulations 2015 R57(1), (2) and (3)**

**Public Contract Directives 2014/24/EU Article 57(1)**

**Participation in a criminal organisation**

Participation offence as defined by section 45 of the Serious Crime Act 2015

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;

**Corruption**

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;

The common law offence of bribery;

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;

**Fraud**

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:

* the common law offence of cheating the Revenue;
* the common law offence of conspiracy to defraud;
* 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;
* 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;
* 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;
* an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
* 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;
* fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
* 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;

**Terrorist offences or offences linked to terrorist activities**

Any offence:

* listed in section 41 of the Counter Terrorism Act 2008;
* listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
* under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

**Money laundering or terrorist financing**

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

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

**Child labour and other forms of trafficking human beings**

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994

An offence under section 2 or section 4 of the Modern Slavery Act 2015

**Non-payment of tax and social security contributions**

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

* HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or
* a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
* a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established

**Other offences**

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

**Discretionary exclusions**

**Obligations in the field of environment, social and labour law.**

Where an organisation has violated applicable obligations 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 Directive (see copy below) as amended from time to time; including the following:-

* Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
* In the last three years, where the organisation has 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 of alleged unlawful discrimination.
* In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
* Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has been in breach of the National Minimum Wage Act 1998.

**Bankruptcy, insolvency**

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;

**Grave professional misconduct**

Guilty of grave professional misconduct

**Distortion of competition**

Entered into agreements with other economic operators aimed at distorting competition

**Conflict of interest**

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

**Been involved in the preparation of the procurement procedure.**

**Prior performance issues**

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.

**Misrepresentation and undue influence**

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.

**Breach of obligations relating to the payment of taxes or social security contributions.**

The contracting authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Additional exclusion grounds

**ANNEX X Extract from Public Procurement Directive 2014/24/EU**

**LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —**

* ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
* ILO Convention 98 on the Right to Organise and Collective Bargaining;
* ILO Convention 29 on Forced Labour;
* ILO Convention 105 on the Abolition of Forced Labour;
* ILO Convention 138 on Minimum Age;
* ILO Convention 111 on Discrimination (Employment and Occupation);
* ILO Convention 100 on Equal Remuneration;
* ILO Convention 182 on Worst Forms of Child Labour;
* Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
* Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
* Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
* Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

**Consequences of misrepresentation**

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

* The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
* The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
* If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
* If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

**Frequently Asked Questions**

For frequently asked questions with regards to the Selection Questionnaire please refer to the attached link:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fmedia%2F5a80217ce5274a2e8ab4e5c7%2FFrequentlyAskedQuestions_on_SQ_Feb17.docx&wdOrigin=BROWSELINK>

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-3)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-4)
5. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-5)
6. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-6)