



Targeting R&D for Export (TR&DE2)

Tender Ref: T17020

Document A

Pre-Qualification Questionnaire
Notes Document

V1.0

Date: 13th February 2017



Table of Contents

1.0	Letter of Invitation	3
2.0	Introduction	4
2.1	Document Pack	4
2.2	Procurement Timescales	4
2.3	Introduction to GM Business Support Limited and The Business Growth Hub	5
3.0	Contract Details	6
3.1	Scope of PQQ	6
3.2	Duration and Budget	6
3.3	Terms and Conditions	6
3.4	Subcontracting	7
3.5	Overview of the Process	7
4.0	PQQ Submission and Evaluation	8
4.1	Instructions for Submission	8
4.2	Freedom of Information	8
4.3	Queries and Support	8
4.4	Word Limits	9
4.5	Evaluation of PQQ's	9
5.0	Additional PQQ Conditions	11
Appendix 1: Organisation Details and Suitability Assessment – Guidance for Completion		11
Error! Bookmark not defined.		
Appendix 2: PQQ Guidance – Selection/Capability		18

1.0 Letter of Invitation

Dear Sir/Madam

Targeting R&D fro Export (TR&DE2)

You are invited to submit a Pre-Qualification Questionnaire (“PQQ”) response for the above opportunity.

If you wish to submit a PQQ, you are required to return two hardcopy proposals and one electronic version on CD or DVD of your proposal, clearly marked as such. Please note memory sticks are not accepted. Please do not email your PQQ response, as any submissions received by email will be rejected.

Please note that if it is found that there is discrepancy between the hardcopy version and the electronic version, the hard copy version will take precedence.

PQQ submissions must clearly display the Return Label included in the PQQ Pack and be returned by 13.00 hours on 13th March 2017.

Envelopes should not identify your business in any way and failure to fix the label to the return envelope will result in your PQQ being returned to your Organisation without being considered for evaluation.

All submissions are time stamped and any submissions received after this time will not be accepted.

If you have any questions about this PQQ or its process, please email them to: info@businessgrowthhub.com.

We look forward to receiving your PQQ response.

Yours faithfully



Nick Batty
Procurement Manager

2.0 Introduction

2.1 Document Pack

The purpose of this document is to set out the application procedure for organisations who wish to express interest for the opportunity titled on Page 1 of this document.

On receipt of the Pre-Qualification Questionnaire (“PQQ”), bidders should read all of the documents listed below. If you believe that any of these have not been provided to you then please contact:

info@tradenw.org

The PQQ document pack includes:-

Document A (this document) – Pre Qualification Questionnaire Notes Document

Document B – PQQ Response

Document C – ChamberLink Ltd t/a Business Support Solutions Standard Terms and Conditions

Document D – Q&A Document (this is a live document posted on the website – please ensure that you check the website for updates)

Document E – Financial Assessment Form

Document F – PQQ Return Label

All documents are available to download at:

<http://www.businessgrowthhub.com/tenders>

Please note that Document D, the Q&A document is a live document that will be updated on the website on a regular basis. **It is your responsibility to ensure that you check this frequently as it may contain information of material significance which is critical to the submission of your PQQ.**

2.2 Procurement Timescales

The following table identifies the expected timeline for the remainder of the sourcing exercise:-

Activity	Timing
Pre-Qualification Questionnaire Issued	10 th February 2017
PQQ Queries Deadline	6 th March 2017
PQQ Deadline	13 th March 2017
PQQ Scoring and Analysis	14 th to 17 th March 2017
Shortlisting	17 th March 2017
ITT Issued	20 th March 2017
ITT Deadline	31 st March 2017
ITT Scoring	3 rd to 5 th April 2017
Clarification interviews if required	6 th to 7 th April 2017
Award Notice Issued	10 th April 2017
Envisaged Contract Start Date	1 st May 2017

It is envisaged that no further amendments will be made to the timeline however all bidders will be notified if any amendments are made.

2.3 Introduction to ChamberLink Ltd t/a Business Support Solutions (BSS)

On behalf of the Department for International Trade (formerly UK Trade & Investment), ChamberLink Ltd t/a Business Support Solutions, a subsidiary of Manchester Growth Company, has delivered International Trade Services to thousands of North West companies since 2007. We have helped companies of all sizes to realise their international trade potential, encourage export opportunities and growth into global markets

Business Support Solutions' specialist International Trade Advisers help companies to:

- acquire skills, contacts and confidence to start exporting or to break into new markets;
- work closely with DIT's global network of advisers, to ensure UK businesses are given the best advice about exporting to their chosen destinations;
- identify the most appropriate market visits to attend to showcase products/services;
- identify relevant events to complement business activity.

We can also offer advice and support on:

EEN – Consortium to deliver the Enterprise Europe Network in the North West since 2007, providing advice to companies on European issues, internationalisation, innovation, research & European partnering.

RGF 6 - to support GM firms needing capital investment to service increased overseas demand and to facilitate access to export finance.

ERDF – Access to grants, specialist consultancy and sector specific missions and events. This provides additionality to the DIT contract to enable companies to develop trading opportunities in overseas markets.

Business Support Solutions works with 7 North West BCC Accredited Chambers of Commerce to offer a 'partnership approach' to companies within the North West. We also work closely with Business Growth Hubs; various banks and Local Enterprise Partnerships.

3.0 Contract Details

3.1 Scope of PQQ

3.1.1 Overview

Business Support Solutions (BSS) wishes to appoint a provider to deliver the defined services of the Targeting R&D for Export (TR&DE2) programme. TR&DE2 will provide intensive, specialist support to 125 North West based businesses to help develop the commercial potential of their R&D to maximise opportunities from globalisation and emerging markets. The programme is delivered in partnership with the Department for International Trade (DIT) and the North West Local Enterprise Partnerships (LEP) and is funded by the European Regional Development Fund.

We are looking to appoint a Service Delivery Partner (SDP) to deliver clearly identified areas of business support that will enhance the overall support provided by DIT and NW LEPs. We expect the SDP to demonstrate their ability to offer, or have access too, high quality business support in subjects such as business planning, taxation, Intellectual Property law, sales and marketing, international business planning/strategy, etc.

Another key element is in the promotion and recruitment of NW business which are investing in R&D projects and to demonstrate their ability to reach out to these businesses to ensure businesses are aware of this programme and the benefits it offers. A company must be eligible to claim HMRC R&D Tax Credits to be eligible for this programme.

TR&DE2 is also designed to ensure we impart high quality business development and knowledge to NW businesses. Therefore, we require the SDP to demonstrate their ability to plan and arrange workshops and master classes addressing many of the common issues companies face when looking to launch new products, services and technologies into new overseas markets.

3.1.2 Project Objectives

TR&DE2 offers valuable one-to-one support and advice addressing typical areas of international trade issues across all sectors and markets. This support and advice is in addition, and complementary to, the existing DIT support via the North West International Trade Team. There is also up to £3,000 matched funding per eligible company to implement a tailored programme to assist in the development of the company's individual needs and aspirations.

TR&DE2 is designed to add expertise and knowledge in identified areas of each company's plan to grow export sales and create employment as a result of their investments in R&D. To enable this TR&DE2 will offer expert consultancy in a range of business disciplines including financial planning, marketing, intellectual property, legal, etc.

The programme will also offer a suite of free to attend workshops and master classes to provide a broader overview of market and business subjects as well as encouraging companies to network and gain experience from other businesses through these events.

It is important that companies joining TR&DE2 are made aware of the services of the Department for International Trade and those supported by the Local Enterprise Partnerships. These include Growth Hub Networks, Chambers of Commerce, etc. We expect the companies joining TR&DE2 to be actively encouraged to seek relevant advice on these services as part of their individual TR&DE2 action plans.

3.2 Duration and Budget

The contract period will be from the effective date of **1st May 2017** until **31st December 2018**, (with an option to extend the contract for a further 24 months subject to funding and further requirements.)

Please note: All companies enrolled on this programme must fully complete all outputs, signed paperwork and all financial claims before **30th September 2018**. This is to enable a full audit report to be prepared as required under ERDF procurement before the formal contract end date of **31st December 2018**.

The likely value of activity under this framework for phase of this project is **£300,000 excluding VAT**.

3.3 Terms and Conditions

A copy of the proposed Contract Terms is provided in Document C for information

If any bidder has any queries regarding the terms of the agreement then these should be clarified in writing prior to submission of the PQQ.

3.4 Subcontracting

Where information is requested by Business Support Solutions in respect of your organisation on an on-going or ad-hoc basis, in the case where sub-contractors are used by your organisation, you will be required either to provide this on their behalf or they (the nominated sub-contractors) shall be required to provide this directly to Business Support Solutions.

3.5 Overview of the Process

3.5.1 Due to the value of the services exceeding EU procurement thresholds, Business Support Solutions is obliged to comply with the EU procurement rules as set down in The Public Contracts Regulations (2015), and subsequent amendments. Business Support Solutions has therefore published a Contract Notice (OJEU Ref: 2017/S029-053000) via the Official Journal of the European Union (“OJEU”).

Business Support Solutions has chosen to follow the “Restricted” process for this tender. As a result, the tender shall be run as a staged submission as follows:

3.5.2 Stage 1 – Pre Qualification Questionnaire (“PQQ”)

The PQQ allows for the tendering authority to select a restricted number of organisations to provide a full tender response. It does this by:

- Establishing minimum standards with respect to economic, financial and technical ability; and,
- Assessing the practices of and delivery capabilities for applicants, to ensure that applicants can meet with Business Support Solutions requirements as a minimum.

Business Support Solutions reserves the right to take references at tender stage from the examples of similar contracts provided at Section 8 of the Minimum Standards PQQ.

Following assessment, a shortlist of the highest scoring applicants shall be invited to submit a full tender response in line with the selection criteria identified in Section 4. In this case between three and five applicants shall be selected to tender (subject to PQQ responses received).

3.5.3 Stage 2 - Invitation to Tender (“ITT”)

Following Shortlisting the Invitation to tender documentation will be issued to the shortlisted bidders. The ITT allows for the following: Please note procurement timescale table in section 2.2.

- Enables Business Support Solutions to assess the competitiveness of each applicant’s service provision;
- Allows applicants to provide further information on the areas identified above, so that Business Support Solutions can assess the quality of each applicant, and how they will deliver;
- Any clarifications on applicant’s responses can be assessed at the time of submission, and included within the evaluation. Applicants should note that the deadlines for responses to clarifications may be short, but must be met; and
- Ensures Business Support Solutions can assess the overall strategic fit of the applicant with their aims and objectives.

The Tender Response will be evaluated on Best Price-Quality Ratio (BPQR), as per the Public Contracts Regulations 2015 and based on the Contract Award Criteria as detailed within the Invitation to Tender documentation.

Following the final evaluation and clarification stage selection of the successful applicants shall be made based on the criteria as identified within this document and the information provided at ITT stage.

Upon completion of the above process, Business Support Solutions shall establish a Framework Agreement with the successful applicant. Business Support Solutions shall then use Document C of this PQQ pack as the contract

4.0 PQQ Submission and Evaluation

4.1 Instructions for Submission

This section sets out the documents that you will need to complete in order to submit a PQQ. It is essential that you read this section carefully and also all of the PQQ documentation and that you ensure that, when submitting your PQQ, all of the required information requested is provided.

Any PQQ that has not been submitted in line with the instructions provided may be deemed to be non-compliant and will not be evaluated.

Bidders are required to initially submit:

1. A PQQ Response (Document B) this includes the Suitability Assessment Questionnaire.
2. Financial Assessment Form (Document E).

Business Support Solutions does not acknowledge receipt of PQQ documents and accepts no responsibility for loss or non-receipt of applications.

4.2 Freedom of Information

Business Support Solutions is committed to meeting its legal responsibilities under the Freedom of Information Act 2000 (the “Act”). Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. Business Support Solutions may also decide to include certain information in the publication scheme which it maintains under the Act.

If a bidder considers that any of the information included in their PQQ is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

Bidders should be aware that, even where they have indicated that information is commercially sensitive, Business Support Solutions may be required to disclose it under the Act if a request is received.

Bidders should also note that the receipt of any material marked ‘confidential’ or equivalent by Business Support Solutions should not be taken to mean that Business Support Solutions accepts any duty of confidence by virtue of that marking.

4.3 Queries and Support

If you have a query which has not been addressed by this document or the supporting documentation, please submit a question via info@tradenw.org

Please ensure any question has the following in the Subject:

TENDER CLARIFICATION QUESTION: TENDER REF T17020

Emailed questions that do not contain this information in the subject heading will not be answered.

In order to ensure that responses to all queries can be published in advance of the PQQ deadline, we ask all bidders to submit queries by the date stated for “Queries Deadline” in 2.2 of this document. Any questions received after this date may not be answered.

To ensure equality of treatment amongst all participants any relevant clarification responses will be made available to all bidders at <http://www.businessgrowthhub.com/tenders> in a Q&A document (Document F) that will be updated and uploaded on a regular basis.

Publication of the questions is subject to the material significance of the question. Questions which relate to bidders’ commercially sensitive information, or are directly applicable to one bidder, shall be suitably censored prior to publication, to retain anonymity, but bidders must explain and justify why the information is regarded as commercially sensitive; the presumption which Business Support Solutions will apply is that it is not.

Bidders should note that the clarification questions and answers form part of the PQQ supporting documentation.

4.4 Word Limits

Within the Document B - PQQ Response, a number of questions state a maximum word count and the answer to these questions must be limited to the maximum number of words indicated. Please note that any content which exceeds this word limit in respect of each question will not be scored and will be disregarded when evaluating the PQQ Response.

4.5 Evaluation of PQQ's

Following the submission deadline, PQQ's will be evaluated by a scoring team comprising representatives of Business Support Solutions.

Bidders may be required to clarify aspects of their submission in order to ensure that they have understood the specification requirements. Bidders will be contacted individually regarding any such clarifications. Please note that the deadlines for clarification responses may be short, but must be met in order that submissions can be included within the evaluation process.

PQQ's will be subject to a staged evaluation process as follows:

4.5.1 Stage 1: Initial Screening Assessment

Each submitted PQQ will be subject to an initial screening assessment to confirm that:

- The PQQ has been submitted on time, is completed correctly, is materially complete and meets the Suitability Assessment (Minimum Standards) requirements of this Pre-Qualification Questionnaire to enable it to be evaluated in accordance with the evaluation criteria; and
- The bidder has not contravened any of the terms and conditions of the PQQ process either provided in the Public Contracts Regulations 2015 and/or this Pre-Qualification Questionnaire.

PQQ's that are not substantially complete or which are non-compliant with the requirements of the Pre-Qualification Questionnaire will be rejected at this stage.

4.5.2 Stage 2: Suitability Assessment (Minimum Criteria)

There are a number of criteria which must be satisfied in order for an Organisation to be eligible to proceed to the capability / quality evaluation stage. The completed Suitability Assessment questions (Document B PQQ Response) will be evaluated first and scored on a pass or fail basis. Guidance is provided below in Appendix 1.

Category	Criteria	Category Weighting
Suitability Assessment	1. Organisation Background	Information Only
	2. Mandatory Requirements	Pass/Fail
	3. Discretionary exclusions	Pass/Fail
	4. Insurance	Pass/Fail
	5. Economic and Financial Standing	Pass/Fail

4.5.3 Stage 3: Technical Evaluation

i) Technical Evaluation

Responses to each of the PQQ questions (**see Document B, Section 6**) will be scored by the evaluation panel out of a maximum of five marks, using a standard method of scoring as set out in the table below:

Classification	Score	Scoring Guidance
Exceptional	5	Addresses the majority of the requirements at a very high level.
Above Average	4	Addresses most of the requirements at a high level.
Average	3	Addresses some of the requirements at a high level.
Below Average	2	Addresses some of the requirements at a basic level.
Poor	1	Does not address / barely addresses the requirements.
Unacceptable	0	Does not meet requirements / no response.

Any Bidder scoring either a 0 or 1 for any quality questions will be excluded from the process.

Please do not make references to other questions within your submission or other documentation/external sources of information.

Guidance for completing this section can be found in Appendix 2.

During the evaluation of PQQ submissions, Business Support Solutions reserves the right to call for further information or clarification from applicants, as appropriate to assist in its consideration of their PQQ. In addition, Business Support Solutions reserves the right to exclude from the sourcing process any organisation that is found to have provided false information or has misrepresented themselves during the PQQ process.

Business Support Solutions may seek independent financial and market advice to validate information declared or to assist in the PQQ evaluation.

The PQQ assessment process will evaluate service providers' submissions and determine an appropriate number (3 -5) of the highest scoring submissions to be invited to tender, Selection will be at our absolute discretion within the ranges identified within the contract notice (and at Section 3).

Applicants should note that scores achieved during this PQQ Stage shall not be carried through to the ITT Stage and shall be used for the purpose of short-listing only.

5.0 Additional PQQ Conditions

- i. All responses to this Pre-Qualification Questionnaire must be in English;
- ii. Bidders are responsible for obtaining all information necessary for the preparation of their submission. Whilst Business Support Solutions will use its best endeavours to see that all information provided is truthful and accurate, bidders must satisfy themselves as to the accuracy of any information provided by Business Support Solutions, and Business Support Solutions do not accept any liability whatsoever for any loss or damage caused or arising from or in consequence of the use of such information;
- iii. All costs and expenses associated with applying for this opportunity shall be the responsibility of the bidder, without recourse to Business Support Solutions, and neither Business Support Solutions nor any of its representatives will be liable in any way to any bidder or other person for any costs, expenses or losses incurred by any bidder or other person in connection with this bidding process;
- iv. Business Support Solutions has the right to discontinue with this sourcing exercise at any time and not award any contract, and shall notify bidders accordingly;
- v. Bidders should note that during this PQQ process they should not contact any of the Business Support Solutions respective Board Members, Senior Managers, employees or advisers or any part of the Economic Solutions Limited Group, or third parties connected to the Manchester Growth Company or any advisers to this procurement, outside of the process outlined within this document

Appendix 1: Organisation Details and Suitability Assessment – Guidance for Completion

Only those who pass the Suitability Assessment questionnaire element and therefore are able to meet Business Support Solutions minimum standards shall be eligible to have their tender evaluated in full and in line with the Overall Contract Award Criteria specified. Responses should be captured in Document B by each bidder organisation

The Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. 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).

Consequently we require all the organisations that you will rely on to meet the selection criteria and may be asked to complete Categories 1-3. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria.

Organisation Details and Suitability Assessment

Category Number	Question Number	Question	Possible Answers	Answer
Category 1 Organisation Background	1.1	Please provide the Registered Company Name and Address of your organisation. (This should be the full company name as it would appear within the contractual documentation if successful)	Name Address	Information Only
	1.2	Please provide postal address if different from above	Address	Information Only
	1.3	Please confirm the key contact for this project on-going including name, email address and direct telephone number.	Name Email Address Telephone Number	Information Only
	1.4	Please confirm the email address to be used for any communications with regard to this tender offer.	Email Address	Information Only
	1.5	Are you a Small, Medium or Micro Enterprise (SME)?	Yes/No	Information Only

	1.6	Is your organisation a:	PLC Limited Company Sole Trader Partnership Other	Information Only
	1.7	If other, please specify.	Free Text	Information Only
	1.8	If operating as a Partnership please state the number of Partners.	Free Text	Information Only
	1.9	If your organisation is a member of a group of companies, please provide further details on the holding company, and details of the organisations which make up your group. (maximum response 250 words)	Free Text	Information Only
	1.10	Please provide the date your organisation commenced trading.	Free Text	Information Only
	1.11	Please provide your Company Registration Number.	Free Text	Information Only
	1.12	Please provide your VAT Registration number.	Free Text	Information Only
	1.13	Please select either a or b and answer as applicable; a) Your organisation is bidding to provide all the services required b) Your organisation is bidding in the role of Prime Contractor and intends to subcontract some of the services to third parties to deliver the services.	a or b	

	1.14	<p>If your answer to above is (b), please give details of legal arrangements between partners and supply the following information for each sub-contractor to be used.</p> <p>Name;</p> <p>Registered address</p> <p>Trading status</p> <p>Company registration number</p> <p>Registered VAT number</p> <p>Type of organisation</p> <p>SME (Yes/No)</p> <p>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</p> <p>The approximate % of contractual obligations assigned to each sub-contractor</p>	Free Text (Use separate sheet if required)	Information Only
Category 2 Grounds for mandatory exclusion	2.1	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 below?	Yes or No	<p>The detailed grounds for mandatory/ discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions</p> <p>If an Organisation answers Yes to any of the statements, Business Support Solutions shall disqualify that Organisation from the process at this point in the evaluation, pending consideration of the self-cleaning statement</p> <p>This information will be used to</p>
		i. Participation in a criminal organisation	Yes or No	
		ii. Corruption.	Yes or No	
		iii. Fraud.	Yes or No	
		iv. Terrorist offences or offences linked to terrorist activities	Yes or No	
		v. Child labour and other forms of trafficking in human beings	Yes or No	
		vi. Money laundering or terrorist financing	Yes or No	

	2.2	If you have answered yes to the question 2.1, please provide further details.	Free Text	<p>determine whether suitable measures have been implemented to rectify the situation and prevent future reoccurrence. If your organisation was at fault and suitable action not taken - automatic exclusion.</p> <p>The Information provided will be reviewed by Business Support Solutions</p>
	2.3	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 or No	
	2.4	If you have answered yes to question 2.3, 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.	Yes or No	
Category 3 Grounds for discretionary exclusion	3.1	Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation		
		i. Breach of environmental obligations?	Yes or No	
		ii. Breach of social obligations?	Yes or No	
		iii. Breach of labour law obligations?	Yes or No	
		iv. 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 or No	
		v. Guilty of grave professional misconduct?	Yes or No	
		vi. Entered into agreements with other economic operators aimed at distorting competition?	Yes or No	

		vii. Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes or No	
		viii. Been involved in the preparation of this procurement procedure?	Yes or No	
		ix. 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 or No	
	3.2	If you have answered Yes to any of the above (3.1), explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	Free Text	
Category 4 Insurance	4.1	Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Employers Liability Insurance applicable for each and every occurrence.	Yes No N/A Willing to Commit to taking out insurance to the required level if awarded the contract	If no, automatic exclusion. If you answer N/A, please state why
	4.2	Please confirm if you currently have, or are willing to commit to the £1 million pounds minimum required level of Public Liability Insurance applicable for each and every occurrence.	Yes No Willing to Commit to taking out insurance to the required level if awarded the	If no, automatic exclusion.

			contract	
	4.3	Please confirm if you currently have, or are willing to commit to the £1 million pounds minimum required level of Professional Indemnity Insurance applicable for each and every occurrence.	Yes No Willing to Commit to taking out insurance to the required level if awarded the contract	If no, automatic exclusion.
Category 5 Economic and Financial Standing	5.1	<p>Please provide one of the following to demonstrate your economic/financial standing;</p> <p>(a) A copy of the audited accounts for the most recent two years.</p> <p>(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation.</p> <p>(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>(d) 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).</p>	<p>Please state which option provided</p> <p>.....</p> <p>Enclosure Required</p> <p>(Please note only one copy required)</p>	Enclosure Required.
	5.2	Please enclose your completed Document G - Financial Assessment Form.	Enclosure Required	If no, automatic exclusion.

Should you have any queries regarding the requirements of the Suitability Assessment questionnaire, then please raise these using the clarification process set out in Section 4.

Appendix 2: PQQ Guidance – Ability and Quality Management/Programme Delivery

The weighting of individual PQQ questions is presented below and is applicable for each lot: Question Number	Question	Weighting
6.1	Please demonstrate your understanding of the aims and objectives of the Department for International Trade, Local Enterprise Partnerships and ERDF programmes in the context of the objectives of TR&DE2. (max 200 words)	Pass/Fail
6.2	Please explain what project management systems you operate with details of your reporting systems. Please include details of any formal qualifications and/or industry standards and include examples of your risk management method, project reporting methods, data protection policy, etc. (max 250 words). You may attach relevant policy documents in addition to the max 250 words.	Pass/Fail
6.3	Please provide CVs / pen profiles of all personnel proposed to work on this contract, including their role in your team structure, details of their relevant skills, and their experience related to the services required. - Max 2 Sides of A4 for each CV. Subject to clarifications, Business Support Solutions reserve the right to fail the application if it is deemed that the response and CVs insufficiently demonstrate the individuals' skills and capability to deliver the requirements of the service required.	Pass/Fail
7.1	To deliver the required 125 ERDF eligible companies will probably require interactions with in excess of 140 NW companies split across the defined LEP regions of Cumbria, Lancashire, Greater Manchester Cheshire and Warrington and Liverpool City Region. Please provide relevant examples of any previous experience relating to the promotion and resourcing for this type of programme including examples of, and your rationale for, the delivery of similar projects that may have involved the delivery of business expertise predominantly to SME businesses (no word limit)	40%
7.2	The provision of business expertise and private sector consultancy is a key element of the TR&DE2 programme. What are your own resource capabilities for the delivery of, or the outsourcing of, relevant consultancy services and why your organisation is best placed to deliver the consultancy services? (max 500 words)	30%
7.3	The provision and delivery of high quality workshops and master classes on relevant subjects to companies participating in the TR&DE2 programme is a key factor in the development of knowledge for NW companies. Please provide examples of any similar events you have organised and an outline or format for relevant workshops and/or master classes. (no word limit)	30%

Form of Answers - Marks are awarded for clear and concise answers responding to the points as set out in the question, with the relevant examples and detail where relevant. We do not wish to receive long and unstructured answers; the character limits are an indication of detail required but answers should still be concise.

The information you provide in your answers should be relevant to your organisation, and the opportunity for which you are applying. Applicants should note that the weightings of the questions as illustrated above indicate the importance of that question and ensure that their answers are structured accordingly; ensuring that you provide sufficient and relevant detail in the question response is key.

The character limits have been set by the client representatives, and shall not be changed.

Applicants should also note that only information provided in the text boxes shall be considered in response to the question – the evaluation team shall not consider any attachments (other than those that may have been specifically requested), references to external sources or other questions, or current knowledge of the applicant.

Should you have any queries regarding the requirements of the questionnaire, then please raise these using the clarification process set out in Section 4.3.

Group Structures: All questions should be answered from the perspective of the applicant or division who are providing the services applied for, as opposed to the perspective of the group of companies, where your organisation is part of a wider group structure, except where the question expressly identifies that a response is required from a group perspective.