UNIVERSITY OF GLOUCESTERSHIRE

at Cheltenham and Gloucester

Catering Services

UOG/15/212/FAC

Document 2

Information for Qualitative Selection (IFQS) Form

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1.00 Requests to Participate (RTP)

1.01 In order to express interest in this opportunity Suppliers are required to complete this Information for Qualitative Selection (IFQS) form.

1.03 The deadline for seeking clarifications relating to the IFQS form is **2.30pm on Tuesday 22 December 2015**. Requests for clarifications should only be made in writing to:

procurement@glos.ac.uk

1.02 The form must be sent to the following e-mail address by **2.30pm on Wednesday 6 January 2016:**

procurement@glos.ac.uk

Individual e-mail sizes should be restricted to 10mb although multiple e-mails are acceptable if required.

2.00 Purpose of this Information for Qualitative Selection Form (IFQS)

2.01 This IFQS form sets out the information which is required by the University in order to assess the suitability of Suppliers in terms of:

- Competency, experience and technical knowledge
- Capacity
- Commitment to quality
- Control of processes
- Financial capacity and stability
- Culture – equality and employee well being
- Corporate social responsibility
- Environmental considerations
- E-business capability

2.02 During the IFQS stage, the intention is to select 3 qualified suppliers to invite to formally tender for this requirement.

3.00 IFQS Evaluation

3.01 The objective of the selection process is to assess the responses to the RTP and select between 3 to 6 Suppliers to invite to tender for the opportunity. The Suppliers scoring the highest evaluation marks will go forward to the tender stage of this process.

The University may disqualify any Supplier who fails to:

(i) comply with the requirements of Regulation 57 and/or fails to certify at Part G that it has fulfilled these requirements

(ii) provide a satisfactory response to any questions in the IFQS form or inadequately or incorrectly completes any question

(iii) submit its completed IFQS form after the deadline

The Suppliers who comply with the above grounds shall be evaluated on the qualification criteria listed in the IFQS form which takes into account the economic and financial standing and the technical or professional ability of the Supplier and will be in accordance with Regulation 58 of

the Public Contracts Regulations 2015. A shortlist of Suppliers will be drawn up and invited to tender.

The criteria and weighting to be used for evaluation of EOIs are as follows:

EOI reference	Information requested	Total points available
Part A	General Information	Pass / Fail.
Part B	Financial Details	Pass / Fail
Part C	Contractual Matters	Pass / Fail
Part D	**Technical & Professional Ability** Staff capacity Similar contracts Capability statement	**40 marks** 10 marks 15 marks 15 marks
Part E	Additional Project Specific Questions Quality assurance Quality control Corporate responsibility Health & safety Health & safety breaches Equality E-business experience & capability Environmental management	**60 marks** 5 marks 5 marks 5 marks 15 marks 5 marks 5 marks 5 marks 15 marks
Part G	Statement relating to Good Standing (Regulation 57)	Pass / Fail

Supplier's responses to the sections which will be scored will be assessed based on the following scoring methodology:

0 Inadequate	**Significant indications** that **Supplier** lacks certain requirements in this area to achieve the required standard of service delivery / information totally inadequate
1 Concerns	**Some concerns** that **Supplier** may lack certain requirements in this area to achieve the required standard of service delivery
2 Potential	Information indicating potential to deliver outcomes
3 Capable	Comprehensive and strong information indicating **Supplier** capable of delivering outcomes to required standard

If a score of **0** is applied, the EOI will be **eliminated.**
If a score of **1** is applied, **$^{1}/_{3}$ available marks** for that question will be awarded.
If a score of **2** is applied, **$^{2}/_{3}$ available marks** for that question will be awarded.
If a score of **3** is applied, **all available marks** for that question will be awarded.

Example:

Where there are **6** marks available for a question and a score of **2** is applied to a Suppliers response, the Supplier will be awarded **4 marks** for that response.

Important Note: Suppliers should not assume members of the evaluation panel have any prior knowledge of their organisation. The assessment will be made on the written response provided.

4.00 Structure of IFQS Form

4.01 Suppliers must adhere to the format of this IFQS form when answering the questions. Where questions cannot be answered fully, please provide relevant explanation and details. Please keep responses concise and, where practical, include electronic links to where additional relevant information can be found.

5.00 Additional Information

5.01 Recipients are invited to complete the following IFQS Form.

5.02 All requests for clarification or further information in respect of this IFQS Form should be made by sending an e-mail to the following address:

procurement@glos.ac.uk

5.03 This IFQS Form is being provided on the same basis to all Suppliers.

5.04 The University expressly reserves the right to require an Supplier to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this IFQS Form.

5.05 The University will not reimburse any costs incurred by Suppliers in connection with preparation of their responses to this IFQS Form.

6.00 Freedom of Information

6.01 The University is committed to open government and to meeting their legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to a public university may need to be disclosed by the public university in response to a request under the Act. The University may also decide to include certain information in the publication scheme, which the University maintains under the Act.

6.02 If a Supplier considers that any of the information included in their IFQS Form 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.

6.03 Suppliers should be aware that, even where they have indicated that information is commercially sensitive, the University might be required to disclose it under the Act if a request is received.

6.04 Suppliers should also note that the receipt of any material marked ‘confidential’ or equivalent by the University should not be taken to mean that the University accepts any duty of confidence by virtue of that marking.

7.00 Instructions for Completion

7.01 Suppliers should follow the instructions outlined below when completing this IFQS Form.

7.02 Suppliers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Supplier’s organisation, this should be indicated, with an explanation.

7.03 Questions should be answered in English.

7.04 The information supplied will be checked for completeness and compliance before responses are evaluated.

7.05 Responses will be evaluated in accordance with the procedures set out in sections A-J. In the event that none of the responses are deemed satisfactory, the University reserves the right to terminate the procurement.

7.06 Failure to furnish the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that a Supplier is not invited to participate further.

8.00 Consortia and sub-contracting

8.01 Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime Supplier or consortium leader. Relevant information should also be provided (as indicated in the IFQS FORM) in respect of consortium members or sub-Suppliers who will play a significant role in the delivery of the requirements under any ensuing agreement. Responses must enable the University to assess the overall consortia or core supply base.

8.02 Where the proposed prime Supplier is a special purpose vehicle or holding company, information should be provided of the extent to which it will call upon the resources and expertise of its members.

8.03 The University recognises that arrangements in relation to consortia and sub-contracting may (within limits) be subject to future change. Suppliers should therefore respond in the light of the arrangements as currently envisaged. Suppliers are reminded that any future change in relation to consortia and sub-contracting must be notified to the University so that it can make a further assessment by applying the selection criteria to the new information provided.

9.00 Queries about the procurement

9.01 The University will not enter into detailed discussion of the requirements at this stage.

9.02 Any questions about the procurement should be submitted by e-mail to:

procurement@glos.ac.uk.

9.03 If the University considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all Suppliers who have responded; have expressed an interest; or those that show an interest before the closing date for the submission of the IFQS Form.

9.04 All responses received and any communication from Suppliers will be treated in confidence but will be subject to paragraph 7.00 above.

10.00 Supplier contact point

10.01 Suppliers are asked to include a single point of contact in their organisation for their response to the IFQS Form. The University will not be responsible for contacting the Supplier through any route other than the nominated contact. The Supplier must therefore undertake to notify any changes relating to the contact promptly.

SECTION A – GENERAL INFORMATION (Pass/Fail)

Evaluation criteria – all parts of section A must be completed – failure to complete any part may lead to an evaluation of non-compliance with the university's requirements.

1 Full name, address and website of the Supplier:

Company Name	
Address	
Town/City	
Postcode	
Country	
Website	

2 Name, position, telephone number and e-mail address of main contact for this project.

Name	
Position	
Telephone Number	
Fax Number	
E-mail	

3 Current legal status of the Supplier (e.g. partnership, private limited company, etc.)

	Please (tick one box)	
Sole Trader		
Partnership		
Public Limited Company		
Private Limited Company		
Other *(please state)*		

4 Date and place of formation of the Supplier, registration under the Companies Act, please provide copies of Certificate of Incorporation and any changes of name, registered office and principal place of business.

Date of formation	
Place of formation	
Date of registration	
Registration number	
Certificates enclosed	YES / NO *(please delete)*

Registered Office	
Brief Description of the Supplier's primary business and main products and services.	
Brief history of the Supplier's organisation, no more than 400 words, including details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures etc which are currently in the public domain.	

5 Is the Supplier a consortium joint venture or other arrangement? If so, and if it is available, please provide details of the constitution and percentage shareholdings.

Consortium	YES / NO *(please delete)*
If yes please complete the table below	

Organisation	**Percentage shareholding**

6 Please provide a one-page chart illustrating the ownership structure of the Supplier including relations to any parent or other group or holding companies.

Ownership structure enclosed (please √)	

7 **Registration with professional body**

Where applicable, is the Supplier registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex IX B of Directive 2004/18/EC) under the conditions laid down by that member state[*]).

[*] In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the candidate is carrying on business in the trade in question in the UK at a specific place of business and under a specific trading name.

Evidence of registration with appropriate professional/trade body *Either insert required details or state 'None'*

8 The following table shows the works and services that are required:

Requests to participate are sought from suppliers who can provide the core catering services shown in the table below. Throughout the duration of the contract the Supplier will be expected to work with University to review and develop management and delivery of the service. This may involve, but will not be limited to:

Core Catering Services
Refectory meal/refreshment services for staff/students/visitors
Coffee shop services
Bar services
Hospitality catering

9 Please indicate by ticking the appropriate box what type of Supplier you are (please refer to paragraph 9 on page 6 (Consortia and subcontracting).

	Please (tick one box)
Type A Supplier A Supplier able to provide the requirements (as stated in Para 1.01) itself or, if unable to do so, is bidding in the role of prime Supplier and has the complete supply chain (sub-Suppliers) already in place to deliver those requirements.	
Type B Supplier A Supplier able to provide the requirements as prime Supplier (as stated in Para 1.01) but is unable to confirm all sub-Suppliers (complete supply chain) at this stage. This Supplier will need to demonstrate a satisfactory methodology and track record of delivering a supply chain.	

10 **To be completed by Type A Suppliers only:** Please indicate in the table below (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Supplier itself or solely be the Supplier) will be responsible for which element of the requirement.

Requirement	**Company / Organisation**	**How much of the requirement and what will they directly deliver (%)**
Refectory meal/refreshment services for staff/students/visitors		
Coffee shop services		
Bar services		
Hospitality catering		

11 **To be completed by Type B Suppliers only:** Please complete the following table to indicate whether or not a supply chain member (sub-Supplier) is already identified as providing part of the requirement. If identified, please insert the relevant company/organisation name (which may include the Supplier itself).

Requirement	**Company / Organisation**	**How much of the requirement and what will they directly deliver (%)**
Refectory meal/refreshment services for staff/students/visitors		
Coffee shop services		
Bar services		
Hospitality catering		

12 **To be completed by Type B Suppliers only:** Please explain your methodology for procuring a supply chain leading to a successful solution. Please support this with details of relevant experience of this type of procurement and issues you have taken into account in selecting previous supply chain members (sub-Suppliers).

Methodology for procuring supply chain

13 **To be completed by Type A and B Suppliers:** If details are available then please list any other identified members of your supply chain (sub-Supplier).

Organisation name	**Organisation address and contact details**	**Responsibility / Role and percentage of overall project they will be responsible for**	**Length of time as a sub-Supplier to the prime Supplier.**

Note - If a supply chain member (sub-Supplier) is to be responsible for more than 25% of the delivery of the overall requirement then the sub-Supplier should complete and submit, as part of the overall submission documentation, an IFQS form in their own right giving full details about their organisation.

14 Does the Supplier and/or any of its named supply chain members (sub-Suppliers) have any potential conflicts of interest that may arise if selected to deliver this project (as outlined in paragraph 1.01)?

Potential conflicts of interest	YES / NO *(please delete)*

SECTION B - FINANCIAL DETAILS (Pass/Fail)

	FINANCIAL INFORMATION	
15	**Please provide one of the following to demonstrate your economic/financial standing;** Please indicate your answer with an 'X' in the relevant box.	
	(a) A copy of the audited accounts for the most recent two years	
	(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	
	(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	
	(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).	
16	~~Where the authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this PQQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.~~ Question not applicable for this project~~.~~	☐ ~~Yes~~ ☐ ~~No~~
17	**(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?** If yes, please provide the name below: Name of the organisation Relationship to the Supplier completing the PQQ If yes, please provide Ultimate / parent company accounts if available. If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary? If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No

Suppliers whose financial health is shown as being a higher risk may fail this section following further clarification.

18 Please provide a current credit rating report from a proprietary provider (Experian, D&B etc)

Suppliers whose financial health is shown as being a higher risk may fail this section following further clarification.

19 **Insurances** - Please provide evidence of Public Liability, Employers liability and Professional Indemnity insurance held by the Economic operator and Sub-Suppliers. The evidence should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.

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Evaluation considerations

The Supplier (and any sub-Suppliers) must have at least the minimum legally required insurance for employer's liability (£5 million). Failure to provide evidence of this insurance will result in the Supplier failing this section.

The Supplier (and any sub-Suppliers providing 25% or more of the Services) will need to also carry at least £10 million of Public Liability Insurance on an each and every claim basis. Failure to provide evidence of this insurance will result in the Supplier failing this section.

20 Please provide a statement of any material pending or threatened litigation or other legal proceedings (where not otherwise reported) where the claim is of a value in excess of £100k.

Disclosure of legal proceedings *Either insert required details or state 'None'*

Evaluation considerations – Suppliers will be evaluated on the potential risk that any material pending or threatened litigation poses to the future liquidity of the Supplier.

Paragraphs 21 to 26 have not been used for this exercise.

SECTION C - CONTRACTUAL MATTERS (Pass/Fail)

Please answer the following questions regarding contracts. **If the answer to any of the questions is 'Yes', please provide a full explanatory statement below in paragraph 31.**

Evaluation considerations – Suppliers will be evaluated on the potential risk that any issue disclosed poses. Where the analysis undertaken above indicates that there is a high risk that the Supplier will not be able to mobilise and fulfil the contract for the entire duration of the contract the Supplier will fail this section.

27 Has the Supplier or any of its named supply chain members ever suffered deductions for liquidated and/or ascertained damages in respect of any contract within the last five years?

	Please delete
Deductions for liquidated and/or ascertained damages	YES / NO
If yes, please answer the following two questions:	
Did the deduction exceed £100,000?	YES / NO
Was the deduction greater than [10%] of the whole life value of the contract?	YES / NO

28 Has the Supplier or any of its named supply chain members (sub-Suppliers) ever had a contract terminated or its employment determined under the terms of the contract in the last three years?

Contract terminated / employment determined	YES / NO *(please delete)*

29 Has the Supplier or any of its named supply chain members (sub-Suppliers) ever failed to receive a contract renewal on the basis of unsatisfactory performance in the last three years?

Failed to receive contract renewal	YES / NO *(please delete)*

30 Is there any material pending or threatened litigation or other legal proceedings connected with similar projects against the Supplier and/or any of its named supply chain members (sub-Suppliers) that may affect delivery of this project?

Legal proceedings pending	YES / NO *(please delete)*

31 If you have answered 'Yes' to any of questions 20 to 23 please give an explanatory statement:

Explanatory statement *Either insert required details or state 'None'*

SECTION D –TECHNICAL OR PROFESSIONAL ABILITY (40 marks)

Evaluation criteria – all parts of section D must be completed – failure to complete any part may lead to an evaluation of non compliance with the university's requirements.

32 Staff Capacity (10 marks)

Please provide a description of your organisation's business structure and include a "family tree" to illustrate the structure.	
Please provide details of the key management and operational staff allocated to comparable projects over the last three years. Please include CVs.	

Please provide details of the number of staff currently involved directly in the provision of similar requirements to those outlined in paragraph 1.01:

	Full time	**Part time**
Managerial		
Operational		
Sub-Suppliers		

Evaluation considerations – Suppliers need to be of sufficient size to provide the capacity needed to deliver the requirements of contract.

33 Experience of similar contracts (15 marks)

(a) Please provide the details required below of three reference projects that your organisation has been awarded for catering services in a similar environment, of over £1m in value pa within the last 5 years. We will consider slightly smaller value projects that are over 5 years ago. More current and larger examples will score highest marks:

For each contract please detail-

- Customer name & address
- Contact name, telephone number & email
- Brief description of the project
- Value added to the contract
- Contract value at end/to date of contract

The University will seek references from any or all of the customers named above. Your organisation's permission to do so will be assumed unless you state otherwise. *(8 marks).*

(b) Please provide details of the supply chain arrangements that have supported your organisation in relation to comparable construction contracts, as detailed in item (a), including details as to appointments of key sub-consultants, sub-Suppliers and Suppliers on a project-specific basis or forming part of supply chain / partnering arrangements. *(4 marks).*

(c) Please include information related to the experience and expertise your design team have in urban design and planning. *(3 marks).*

*Please ensure that you provide information that shows you have experience of **all** the contract areas listed in paragraph 1.01 above.*

Evaluation considerations – current similarly sized contracts are most relevant. Where the information above indicates that the Supplier does not have experience of similar sized contracts the Supplier will fail this section.

34 Removed from this exercise.

35 Removed from this exercise.

36 Capability Statement (15 marks)

With reference to previous similar experience the potential Supplier should explain why they believe that their team is capable of mobilising and delivering these services efficiently and effectively:

Statement

Evaluation considerations – does the statement specifically relate to how previous experience will assist the Supplier to mobilise and deliver these services for University(8 or 12 marks) or is it a generic statement that could relate to any similar contract (0 or 4 marks).

SECTION E – ADDITIONAL PROJECT - SPECIFIC QUESTIONS (60 marks)

37 Quality Assurance (5 marks)

Please provide details of any Quality Assurance systems operated by the Supplier, both internally and externally through the supply chain. Please **do not** simply state "ISO 9001". Please provide a description of the system and how it ensures quality on service delivery.

QA Systems

Evaluation considerations – is the described system likely to support delivery of the required outcomes of this contract.

Quality Assurance Certification

Please provide details of any quality assurance certification relevant to provision of the supplies and services as set out in paragraph 1.01 for which the Supplier and any envisaged supply chain member (sub-Supplier) or consortium member. Where you have not received certification please provide details of any certificate you are working towards.

Details of quality assurance certification which have been applied for. *Either insert required details or state 'None'*

Evaluation consideration – ISO 9001 or similar or if working towards certification what application stage is the Supplier at?

38 Quality Control (5 marks)

Please describe the internal controls used by the Supplier to manage the delivery of this type of supplies and services to ensure that the requirements are met fully in terms of quality and timely delivery.

Internal Controls

Evaluation considerations – is the described system of controls likely to support delivery of the required outcomes of this contract.

39 Corporate Responsibility (5 marks)

For the University to improve its social performance it needs to give consideration to such issues when procuring goods, services and works from external suppliers.

Community

Has your organisation developed a community investment strategy?	Yes/No
Does your organization undertake community investment programmes?	Yes/No
If yes, state the form of investment (e.g. Cash, Staff time, Gifts in kind, Management time)?	
Has the development of your community investment strategy included a review of sourcing/purchasing, e.g. local sourcing, sourcing from disadvantaged communities - disabled, ethnic minorities etc.	Yes/No

Labour Rights in the Supply Chain

The following questions are applicable to companies who have supply chains extending beyond developed countries.

Does your company have a supply chain policy (or similar policy) that requires your suppliers to uphold minimum commitments relating to labour standards which meet core ILO Conventions on Labour Rights?	Yes/No
Do you monitor your suppliers' operations/facilities to assess their compliance with your supply chain policy or directly with the ILO Conventions on Labour Rights	Yes/No
If yes, state how you monitor	
Does your company have plans in place in the event that labour rights concerns are identified in your supply chain?	Yes/No

Evaluation considerations: Yes to all 6 questions = full marks

Yes to all 4 or 5 questions = ⅔ marks

Yes to all 2 or 3 questions = ⅓ marks

Yes to all 0 or 1 questions = 0 marks

40 Health and Safety (15 marks)

Are hazardous substances to used in connection with the performance of this contract?	Yes/No
If yes, please define. Are Product Safety Data sheets available? (2 marks)	Yes/No/ N/A If Yes, Please attach details
Product Assessment sheets available? (2 marks)	Yes/No/ N/A If Yes, Please attach details
Which products require special disposal procedures?	Please state, attach details
Is there a Health and Safety Policy in place at all relevant locations in the supply chain and is appropriate training provided? (9 marks)	Yes/No
Are written risk assessments and method statements in place for areas of significant risk? (2 marks)	Yes/No If yes please provide an example

Please enclose a copy of your health & safety policy.

Link to University's health & safety policy

Evaluation consideration – it is essential that the Supplier has a robust health and safety policy and that all staff are appropriately trained.

41 Health & Safety Breaches (5 marks)

Within the last five years, has the Supplier been subject to any prosecutions, infringement notices or other actions by the Health and Safety Executive or Environment Agency in respect of any breach or suspected breach by the Supplier of health and safety or environmental or equivalent legislation? If 'yes', please enclose full details here of the nature of the notice or action (etc.) and of any remedial steps subsequently taken by the Supplier.

Health and Safety Breaches *Either insert required details or state 'None'*

Evaluation consideration – assess any breaches and corrective action. Evaluate the level of risk that they still pose.

42 Equality & Diversity (5 marks)

Suppliers are expected to have a robust equality policy reflecting the recent changes in the Equality Act 2010, provide training for its staff and ensure that sub Suppliers have similar policies and also provide training to their staff.

Does the Potential Supplier and/or its named supply chain members (sub-Suppliers) have an equalities policy? If 'yes', please enclose a copy	YES / NO *(please delete)*
How did the policy develop and evolve?	
Details of policy development i.e. was a template printed off the internet and signed by the CEO or have the Supplier involved staff, customers and other stakeholders in its development.	
Does the Potential Supplier and/or its named supply chain members (sub-Suppliers) require its staff to receive training on equal opportunities?	YES / NO *(please delete)*
Details of training	
Is it the policy of the Potential Supplier and/or its named supply chain members (sub-Suppliers) as employers to comply with their statutory obligations under the Equality Act 2010?	YES / NO *(please delete)*
In the last 3 years has any finding of unlawful discrimination in the employment field been made against the Potential Supplier and/or its named supply chain members (sub-Suppliers) by the employment tribunal, the employment appeal tribunal, or any court or in comparable proceedings in any other jurisdiction?	YES / NO *(please delete)*
Details of incidents	
If the answer to the previous question is yes, what steps have been taken by the Potential Supplier and/or its named supply chain members (sub-Suppliers) as a result of that finding?	
Details	

Link to University's equality and diversity policy

Evaluation consideration – all Suppliers and members of their supply chain are expected to have a robust up to date equalities policy and provide training for all of their staff.

43 e-business experience and capability (5 marks)

The University are keen to conduct as much of their general contact and business communications with the selected Supplier as possible in electronic format. This includes document transfer, payments, invoicing, performance monitoring, feedback etc.

The University may also wish to explore the use of BIM relative to the proposed project

Suppliers are asked to outline their current e-business capability in relation to delivery of this contract:

	Please delete
Does the Potential Supplier have e-business experience and capability? If yes please specify the relevant systems that you have in place that might support delivery of this contract:	YES / NO
Details of systems and how they will help support delivery of the contract.	

Evaluation consideration – all Suppliers are expected to have e-business experience, capability and systems that will significantly support efficient delivery of the contract.

	Please delete
Does the Potential Supplier have BIM experience and capability? If yes please specify the level of BIM that you would be able to work to in the delivery of this contract:	YES / NO
Details of systems and how they will help support delivery of the contract.	

44 Environmental & Sustainability Management (15 marks)

The University is strongly committed to sustainability and has a corporate procurement strategy which identifies sustainability as a key priority in all purchasing of goods and services. The strategy states that "procurement of goods, services and works must take account of the environmental, social and economic wellbeing of the community". These factors should be considered throughout all procurement and should be built in to specifications, evaluation of Suppliers and contract management.

Link to the University's sustainability strategies.

Procurement decisions should seek to reduce the impact on the environment through using whole life costing to evaluate the end-to-end costs. Waste should be minimised and consideration must be given to recycling." It also states "Procurement decisions should take account of the long-term maintenance and upkeep requirements. When sourcing materials, consideration should be given to future requirements where small additional quantities may be required but transport costs (both financial and environmental) may be high. These potential needs should be identified and considered at the beginning of the procurement process".

The procurement strategy further identifies sustainability with particular regard to: -

- Balancing the need to buy locally whilst ensuring compliance with EU Laws and not discriminating based on location
- The use of ethically sourced and sustainable products
- The principles of Reduce, Reuse and Recycle
- Environmental considerations in buildings such as installing energy efficient products.
- Eliminating the use of products that have been tested on animals such as cleaning materials
- The use of Recycled products such as Paper for printers and copiers
- Reducing energy consumption
- Reducing CO^2 emissions

At IFQS FORM stage economic providers are asked to provide the following information:

Do you have an environment policy? (2 marks)	Yes / No
If Yes please enclose a copy of the policy. (*For reference purposes only*)	Copy Policy enclosed Yes / No
Do you have a member of staff who is responsible for environmental issues? (1 mark)	Yes / No
Do you operate to any environmental management standard. (e.g. ISO14001 or equivalent) (2 mark)	Yes / No
Certifying body & Certificate Number (& attach a copy of the certificate)	
Have you had any enforcement notices or prosecutions by the Health & Safety Executive or Environment Agency (or similar bodies in countries in which you operate) in the past 3 years?	Yes / No If Yes please provide details
What are the key environmental impacts of the products and services that you would offer and what action have you taken to minimise these? (2 mark)	Please provide details
What percentage of the supplies will be sourced within 50 miles of the University (Park Campus in Cheltenham)? (2 mark)	% / N/A

What strategy and processes are in place to reduce the amount of was being disposed of as landfill to a minimum? (3 mark)	% / N/A
What are you doing to reduce the hazardous material content of the products supplied under this contract? (1 mark)	
Describe any measures taken by your company to preserve or protect natural resources. *(If none, state 'none')(1 mark)*	
In your current operations what percentage of products sold, excluding beverages, are 'Fair Trade' or equivalent accreditation type products. Please specify perentage per accreditation type. (1 mark). Evaluation considerations: Over 50% Full marks 41% to 50% ⅔ marks 31% to 40% ⅓ marks	

Evaluation considerations – all Suppliers and members of their supply chain are expected to have a robust environmental management policy and need to be able to provide method statements to illustrate how they will be implemented to support this contract.

45 Safeguarding (0 marks)

Not used for this project.

46 Crime and Disorder (0 marks)

Not used for this project

SECTION F - Grounds for mandatory exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered "yes" to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

2.1 Within the past five years, has your organisation (or any of your proposed sub-Suppliers if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	**Please indicate your answer by marking 'X' in the relevant box.**	
	Yes	**No**
(a) 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;		
(b) 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;		
(c) the common law offence of bribery;		
(d) 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;		
(e) 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:		
(i) the offence of cheating the Revenue;		
(ii) the offence of conspiracy to defraud;		
(iii) 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;		
(iv) 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;		
(v) 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;		
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
(vii) 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;		
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
(ix) 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;		
(f) any offence listed—		
(i) in section 41 of the Counter Terrorism Act 2008; or		
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		
(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
(i) 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;		
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		
(k) an offence under section 59A of the Sexual Offences Act 2003;		
(l) an offence under section 71 of the Coroners and Justice Act 2009		
(m) 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; or		

(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		
<u>Non-payment of taxes</u> **2.2 Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?** If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?		

SECTION G - Grounds for discretionary exclusion – Part 1

The authority may exclude any Supplier who answers 'Yes' in any of the following situations set out in paragraphs (a) to (i);

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation or any of your proposed sub-Suppliers.	**Please indicate your answer by marking 'X' in the relevant box.**	
	Yes	**No**
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 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 Public Contracts Directive as amended from time to time;		
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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;		
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(d) your organisation has entered into agreements with other Suppliers aimed at distorting competition;		
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		
(g) your organisation has 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;		
(h) your organisation— (i) has been 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; or		

(ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or		
(i) your organisation has undertaken to		
(aa) unduly influence the decision-making process of the contracting authority, or		
(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or		
(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Conflicts of interest

In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.

Taking Account of Bidders' Past Performance

In accordance with question (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. The authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

'Self-cleaning'

Any Supplier that answers 'Yes' to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self cleans" the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the Supplier concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

SECTION H - Grounds for discretionary exclusion – Part 2

The authority reserves the right to use its discretion to exclude a Supplier where it can demonstrate the Supplier's non-payment of taxes/social security contributions where no binding legal decision has been taken.

Please note that Section 4 relating to tax compliance only applies where the authority has indicated that the contract is over £5million in value, and the authority is a Central Government Department (including their Executive Agencies and Non-Departmental Public Bodies).

"Occasion of Tax Non-Compliance" means:

(a) any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 is found to be incorrect as a result of:

(i) a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;

(j) the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or

(b) the Supplier's tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a penalty for civil fraud or evasion

From 1 April 2013 onwards, have any of your company's tax returns submitted on or after 1 October 2012; (Please indicate your answer by marking 'X' in the relevant box).		
4.1	Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion;	▢ Yes ▢ No
4.2	Been found to be incorrect as a result of: ▪ HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or ▪ A Tax Authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or ▪ the failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a	▢ Yes ▢ No

	jurisdiction in which the Supplier is established.	

If answering "Yes" to either 4.1 or 4.2 above, the Supplier may provide details of any mitigating factors that it considers relevant and that it wishes the authority to take into consideration. This could include, for example:

- Corrective action undertaken by the Supplier to date;
- Planned corrective action to be taken;
- Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or
- Changes in financial, accounting, audit or management procedures since the OONC.

In order that the authority can consider any factors raised by the Supplier, the following information should be provided:

- A brief description of the occasion, the tax to which it applied, and the type of "non-compliance" e.g. whether HMRC or the foreign Tax Authority has challenged pursuant to the GAAR, the "Halifax" abuse principle etc.
- Where the OONC relates to a DOTAS, the number of the relevant scheme.
- The date of the original "non-compliance" and the date of any judgement against the Supplier, or date when the return was amended.
- The level of any penalty or criminal conviction applied.

SECTION I - CHECKLIST OF ATTACHMENTS

Please ensure that the following attachments are included within your response:

Document	Applicable Question	Included
Certificate of Incorporation	4	Y / N
Ownership Structure	6	Y / N
Evidence of economic/financial standing	15	Y / N
Credit rating report	18	
Insurances	19	Y / N
ISO 9001 Certificate or equivalent	37	Y / N
Health & safety policy	40	Y / N
Equality Policy	42	Y / N
ISO 14001 Certificate or equivalent	44	Y / N
Environmental management / corporate social responsibility policy	44	Y/N
Environmental accreditation certificates	44	Y/N

SECTION J - REFERENCES

Replaced by paragraph 33(a) for this exercise.