

**Society of Antiquaries of London**

# **Kelmscott Manor**

**Architectural Services**

**Selection Questionnaire,  
minimum standards and selection criteria  
Restricted Procedure**

## **PART A: INFORMATION ABOUT THE PROCUREMENT**

### **INTRODUCTION**

The Society of Antiquaries of London, an elected college of more than 2,900 Fellows, is Britain's oldest independent learned society concerned with the study of the material culture of the past. Founded in 1751 for 'the encouragement, advancement and furtherance of the study and knowledge of the antiquities and history of this and other countries', it supports the Fellowship today in conservation and research, communicating knowledge of the past to the widest possible audience.

Kelmscott Manor is a small estate in Oxfordshire, owned by the Society since 1962. It was the summer home of William Morris, designer, craftsman, writer, artist, conservationist, and political thinker. The estate includes the Manor House and its garden, and an important group of historic barns, dovecot, stabling, and five cottages. Thirteen of the buildings are listed (1 Grade I, 4 Grade II\* and 8 Grade II). It is situated in a beautiful village whose unspoilt character reflects the vigilance and energy of Morris and his family. Kelmscott Manor is open to the public and receives up to 18,000 visitors a year.

As part of the SAL's mission to increase public knowledge and enjoyment of the past, the Society is currently undertaking a review to consider how Kelmscott can more fully contribute to these objectives. A Conservation Management Plan (CMP) has been drafted and has highlighted the significance of the site and its wider environment. This is allowing the Society to build a new vision for Kelmscott Manor. History, art, architecture, archaeology and ancient landscapes are the academic disciplines at the heart of the Society. These were also an inspiration for Morris at Kelmscott; the house and its surroundings were pivotal in Morris' articulation and promotion of the principles that underlie modern conservation practice. It was this which led to the founding of the Society for the Protection of Ancient Buildings and Morris' subsequent election as a Fellow of the Society of Antiquaries.

Our vision is therefore: "Kelmscott Manor: a place of history and inspiration".

At the moment, Kelmscott Manor reflects May Morris's vision of the house as a memorial to the achievements of her father. However, the Manor is a great deal more than a memorial. Presently, visitors to the Manor gain little sense of the long history of the house or its surrounding landscape. The display does not reflect the mission of the Society in exploring the past in its fullest sense. There is little explanation of the Kelmscott estate and buildings, the village or its surrounding landscape in our narrative of the past. SAL wishes to broaden the appeal of KM, by explaining the site's significance and transmitting to a modern audience the excitement that the discovery of the site engendered in Morris. The unspoilt nature of the site means that the Society can offer something very different from other sites with which Morris is associated. The village church is also the place where William, Jane and their two daughters are buried. As the 'parent' body from which other heritage organisations and specialist societies have sprung, the Society is in a unique position to present Kelmscott to a wide audience.

We want to the site to appeal to all ages but recognise that this has to be done within the constraints of visitor numbers feasible for the site/village. The site is fragile and maintaining its tranquillity and unspoilt nature is vital. Our aim is not to turn the property into an interpretation centre but to make it an object of research, exposition and discovery. We will concentrate on helping the property to work its magic on the imagination of the visitor.

The capital works consist of (but not limited to):

- Restoration and Repair to the Manor House, Barns, Stable and Granary
- New Build Interventions to include kitchen, café, shop, studio, toilets, workshop and plant room.
- The delivery of a new interpretation and exhibition programme (separate contract to architectural services)

The purpose of this selection questionnaire (“**this SQ**”) is to enable the Society of Antiquaries of London to identify which organisations are to be invited to tender by reference to their economic and financial standing and professional and technical ability.

This document is divided into three parts:

- Part A sets out information about the works/services/supplies required;
- Part B sets out the minimum selection standards (pass/fail questions) and the (scored) selection criteria that will be used to select those organisations to be invited to tender from amongst those who prequalify; and
- Part C sets out the Standard Selection Questionnaire (“SQ”), being information prospective bidders will need to provide as part of that process.

This project has received funding from the Heritage Lottery Fund. Due to the receipt of this funding, the contract opportunity is a “subsidised contract” for the purpose of Regulation 13 of the Public Contracts Regulations 2015 (“PCR 2015”) and the Society is running this procurement in accordance with PCR 2015 on a voluntary basis only as a result of its obligations arising from the receipt of the funding. The Society is not a contracting authority.

## **1 INSTRUCTIONS ON HOW TO COMPLETE THIS SELECTION QUESTIONNAIRE**

In this Selection Questionnaire the organisation or person wishing to be selected to be invited to tender is referred to as “the Organisation” or “Organisation” (as applicable).

### **1.1 Contact person for questions**

Questions about this Selection Questionnaire and the procurement generally should be addressed to:

**Jeremy Stone**  
Greenwood Projects  
30 New Street  
Worcester  
WR1 2DP

Telephone: +44 1905 26479  
Mobile: 078757 63162  
Email: [jeremy.stone@greenwoodprojects.com](mailto:jeremy.stone@greenwoodprojects.com)

If you cannot contact him and your query is urgent you should contact:

**David Crump**  
Greenwood Projects  
The Mount  
2 Trent Valley Road  
Lichfield  
Staffordshire  
WS13 6EG

Telephone: +44 1543 414 777  
Email: dbc@greenwoodprojects.com

The Society of Antiquaries of London reserves the right not to respond to any verbal requests and your Organisation should not rely on any verbal answers that may be given.

## **1.2 Parent companies and groups**

Unless otherwise specified, your Organisation should ensure that the answers completed relate just to your Organisation and not to any group of companies to which your Organisation belongs.

If your Organisation is relying on the resources of other Group companies you should:

- make this clear in your Organisation's SQ and clearly identify which resources will be provided by the group organisation and which your Organisation will provide;
- confirm that a parent company guarantee will be provided from the group organisation whose resources your Organisation is relying on; and
- provide information from that Group company relied upon in response to the questions in Part 1 (Potential Supplier Details) and Part 2 (Exclusion Grounds) of the SQ, including a Part 1 and Part 2 self-declaration completed by the Group organisation.

## **1.3 Consortia**

The Society anticipates that single organisations are likely to respond to the OJEU notice.

If a consortium wishes to respond, each member of the consortium should provide the information required in all sections of the SQ (ie. each member of the consortium is required to complete the form). In addition, the following information must be provided in response to Question 1.2 to be completed by the lead member of the consortium:

- names of all consortium members;
- the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
- if the consortium is not proposing to form a legal entity, full details of the proposed arrangements.

Where the consortium is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), details should be provided of the actual or proposed percentage shareholding of the constituent members within the new legal entity.

## 1.4 Subcontracting

Where an Organisation proposes to use one or more subcontractors to deliver some or all of the Services, this should be set out in the response to Question 1.2 in Part 1 of the SQ set out in Section 3. You should include all members of the supply chain, the percentage of work being delivered by each subcontractor and the key contract deliverables each subcontractor will be responsible for. **Please ensure that an SQ is also completed by all subcontractors (whose resources the Organisation will rely on to deliver the services).**

The Society of Antiquaries of London reserves the right to require evidence, guarantees and/or specific contractual protection in accordance with Regulation 63 PCR 2015 in relation to subcontractors and reserves the right to require the Contractor to replace subcontractors if the circumstances detailed in Regulation 71 PCR 2015 apply.

## 1.5 Changes to subcontractors and/or consortium members

The Society of Antiquaries of London recognises that subcontracting and/or consortia arrangements may be subject to future change, and may not be finalised until a later date. Organisations should therefore respond on the basis of the arrangements as currently envisaged. Organisations should notify the Society of Antiquaries of London immediately of any changes or proposed changes to the subcontracting and/or consortium model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Society of Antiquaries of London may deselect the Organisation before any award of contract, based on an assessment of the updated information.

## 1.6 Completing the SQ

You should complete all sections of the SQ but not provide any information in addition to that specifically requested. The SQ must be fully completed (or a European Single Procurement Document (“ESPD”)) even if your Organisation has previously submitted a completed Selection Questionnaire or ESPD to The Society of Antiquaries of London. Organisations should not refer to earlier or other Selection Questionnaires and should append all documents required to be submitted with their SQ.

One electronic copy (in PDF Format) by email of this SQ or ESPD must be completed and sent to the address on the last page of this SQ by the deadline set out there.

All questions in the SQ set out in Section 3 must be completed within the table set out in it or clearly referenced and inserted using the SQ Appendix Template provided. Please limit all responses to Project Specific Questions to [1000] words per question. You may include tables, graphs and images but these must be limited to 2 sides of A4 sheet (and will not count to the word limit). The Society of Antiquaries of London reserves the right not to consider any words beyond the word limit for any question.

Alternatively an Organisation wishing to express an interest may submit an ESPD setting out their responses to these questions and submitted to the same address. Organisations responding through the submission of an ESPD should note that they need to ensure that they have responded to the Additional Questions and Project Specific Questions in Part 3 of the SQ in their ESPD or an Appendix to it.

## **2 POINTS TO NOTE**

### **2.1 Confidentiality**

When providing details of contracts in answering Question 6 to the SQ (Technical and Professional Ability), the Organisation agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

The Society of Antiquaries of London reserves the right to contact the named customer contact in Question 6 of the SQ regarding the contracts included in Question 6 of the SQ. The Society of Antiquaries of London 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 PCR 2015.

The Society of Antiquaries of London reserves the right to make publicly available any information submitted by any Organisation in response to this SQ, except where:

- it refers to individuals or members of staff; or
- it is genuinely commercially confidential and clearly marked as such.

### **2.2 Verification of information provided**

Whilst reserving the right to request information at any time throughout the procurement process, the Society will allow the Organisation to self-certify that there are no mandatory/discretionary grounds for excluding the Organisation and that they meet the minimum selection standards (ie. they “pass” the “pass/fail” questions) in relation to economic and financial standing and technical and professional ability.

### **2.3 Discontinuation and costs**

The Society of Antiquaries of London reserves the right to discontinue this procurement or any part of it at any time.

Each Organisation must bear its own costs in relation to this procurement including the costs of completing this SQ. Under no circumstances shall The Society of Antiquaries of London be required to reimburse any Organisation for any costs incurred in participating in this procurement.

## **PART B: MINIMUM SELECTION STANDARDS AND SELECTION CRITERIA**

### **1 INTRODUCTION**

The selection process consists of two stages:

- Stage 1 (minimum selection standards) – to identify which Organisations expressing an interest are not subject to any of the grounds for exclusion and that they meet the minimum selection criteria in relation to economic and financial standing and technical and professional ability;
- Stage 2 (selection) – to select the Organisations to be invited to tender from amongst those who are not subject to any of the grounds for exclusion and who meet those minimum standards.

The SQ enables The Society of Antiquaries of London to follow these two stages.

The questions in Part 1 of the SQ are for information only. Although “information only” questions are not scored, legally they are representations made by the Organisation in the tender process. An Organisation can be excluded from the tender process at any stage if any of those representations are found to be untrue.

With pass/fail questions, the test is set out in the body of the question.

For scored questions, a common marking system will be adopted. The tables in this Part B set out the scoring system and identify which responses will score high marks. Where questions have a number of sub-questions (a, b, c etc) those questions will not be marked separately. Instead the answers to all these sub-questions will be considered together and a mark allocated for the question as a whole.

The Society of Antiquaries of London staff and/or the staff of its project managers will assess whether or not each Organisation has met the minimum selection standards. The Society of Antiquaries of London may take professional advice on this.

The selection questions in the completed SQs will be scored by a panel established by The Society of Antiquaries of London and/or its project managers. This may involve members of staff, board members and/or potential users of Kelmscott Manor. Professional advice may be taken on specific questions but the professionals other than the project managers will not form part of the selection panel. The selection panel will meet and agree a single score for the responses from each Organisation to the part of the SQ they are marking. However, where a single score cannot be agreed, panel members may score individually, with these scores for each Organisation for each question then being averaged to give an overall score for that Organisation for that question. Individual scoring will be used only as a last resort and the selection panel will be encouraged to achieve a consensus as far as possible.

The Society of Antiquaries of London and/or the project manager’s decisions are to be final as to whether or not a single score can be agreed; whether or not panel members may score individually; whether the Organisation has met the minimum selection standards and what scores are to be allocated for the purposes of the selection process. The Society of Antiquaries of London will give feedback on this to Organisations that are

not selected to be invited to tender for award of the contract in accordance with the Public Contracts Regulations 2015.

## **2 MINIMUM SELECTION STANDARDS (PASS/FAIL)**

The minimum selection standards The Society of Antiquaries of London requires of Organisations for them to be eligible to be selected to be invited to tender for award of the contract are as set out below:

### **Grounds for mandatory exclusion**

- In relation to Question 2.1(a) of the SQ, an Organisation will be excluded from this procurement if that Organisation, any member of its administrative, management or supervisory body or any person having powers of representation, decision or control in that Organisation, a Group company on whose resources that Organisation relies or a member of its consortium or any key subcontractor (“**an Associated Organisation**”), has been convicted of any of the offences requiring mandatory exclusion under Regulation 57(1) PCR 2015 unless the Organisation has provided evidence of self-cleaning that the Society of Antiquaries of London considers to be sufficient under Regulation 57(13) to (17) PCR 2015 (see “Self-cleaning” below).

### **Grounds for discretionary exclusion**

- The Society of Antiquaries of London may exclude any Organisation if that Organisation or any Associated Organisation of that Organisation answers ‘Yes’ to any of question 3.1 paragraphs (a) and (j) of the SQ unless either:
  - The Society of Antiquaries of London considers (in its absolute discretion) that exclusion is not proportionate in the light of the situation justifying the potential exclusion; or
  - the Organisation (or Associated Organisation) has provided evidence of self-cleaning which the Society of Antiquaries of London considers to be sufficient under Regulation 57 (13) to (17) PCR 2015 (see “self-cleaning” below).
- In accordance with Question 3.1(g) of the SQ, the Society of Antiquaries of London may exclude an Organisation where there is a conflict of interest which cannot effectively be remedied. The concept of a conflict of interest includes any situation where relevant staff members (including staff members of an Associated Organisation) 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 Organisation to inform the Society of Antiquaries of London, detailing the conflict and the steps they would be prepared to take (eg. information barriers, exclusions of relevant personnel from the bid team, use of a different Associated Organisation etc) in the light of the answer to Question 3.2 of the SQ.

### **“Self-cleaning”**

- Any Organisation that answers ‘Yes’ to Questions 2.1, 2.3(a) or 3.1 of the SQ should provide sufficient evidence, in their response to Questions 2.2, 2.3(b) and 3.2 (as applicable), 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 Organisation has to demonstrate it has taken such remedial action, to the satisfaction of the Society of Antiquaries of London in each

case. If such evidence is considered by the Society of Antiquaries of London (whose decision will be final) sufficient, the Organisation will not be excluded from this procurement.

- In order for this to above to be sufficient, the Organisation must demonstrate 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 Society of Antiquaries of London will evaluate the measures taken by the Organisation taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Society of Antiquaries of London to be insufficient, the Society of Antiquaries of London will give the Organisation a statement of the reasons for that decision.

#### **Economic and financial minimum selection standards**

The minimum standards of economic and financial standing the Society of Antiquaries of London requires (Question 4.2) are:

- Minimum average annual turnover of £850,000 (eight hundred and fifty thousand pounds) overall over the last 2 complete accounting periods (Question 4.1)
- Minimum average annual turnover of £300,000 (three hundred thousand pounds) from similar contracts over each of the last 2 complete accounting periods (Question 4.1); and
- Minimum levels of:
  - professional indemnity insurance of £10,000,000 (ten million pounds) for each claim;
  - employer's liability insurance of £10,000,000 (ten million pounds) in aggregate over any period of 12 months; and
  - public liability insurance of £10,000,000 (ten million pounds).or evidence that the Organisation can secure such insurances (Question 8.1).

#### **Technical and professional ability minimum selection standards**

The minimum standards of technical and professional ability the Society of Antiquaries of London requires are:

- Evidence of similar contracts undertaken by the Organisation with similar requirements to those of The Society of Antiquaries of London over the previous 5 years (Question 6.1);
- Compliance with the Modern Slavery Act 2015 or confirmation the Organisation is not required to comply (Questions 7.1 and 7.2);
- Certificates of Satisfactory Performance (references) from 3 similar projects in the past 5 years or evidence from the Organisation that satisfies the Society of Antiquaries of London (acting reasonably) as to why any unsatisfactory performance will not occur on this Contract (Project Specific Question 9.1); and

- Evidence that the Organisation has achieved recognised conservation accreditation such as RIBA Architectural Accreditation in Building Conservation (AABC) or equivalent (Project Specific Question 9.2).

The Society of Antiquaries of London reserves the right to disqualify any tenderer if it finds out at any time during the procurement that the Organisation either did not meet or no longer meets the minimum selection standards set out above.

### 3 SELECTION CRITERIA (SCORED)

The table below sets out:

- the objective and non-discriminatory criteria The Society of Antiquaries of London will use to select those Organisations to be invited to tender;
- the questions to which those criteria relate;
- the weightings applied to those criteria; and
- the multipliers for those scores to achieve the weighting.

This selection will be made from amongst those Organisations who meet the minimum standards set out above.

The Society of Antiquaries of London intends to invite 5 Organisations with the highest weighted scores to tender, but reserves the right to increase the number of Organisations to be invited to tender by one or two Organisations if their scores are closely placed around the cut-off point.

Question	Area of technical and professional ability	Multiplier	Total marks available	The Society of Antiquaries of London requirements
6.1	Experience	4	20	The Society requires an organisation with in-depth experience of providing services similar to those required by The Society of Antiquaries of London.
9.3	Design Delivery management of staff and sub consultants	4	20	The Society of Antiquaries of London requires an organisation with a developed and effective approach to managing delivery of the services including both management of sufficient numbers of suitably skilled staff and sub consultants, in relation to any works, services or supplies that may be brought in relation to the contract.

<b>Question</b>	<b>Area of technical and professional ability</b>	<b>Multiplier</b>	<b>Total marks available</b>	<b>The Society of Antiquaries of London requirements</b>
9.4	Management of Stakeholders and statutory Consultees	3	15	The Society of Antiquaries of London requires an organisation that can provide demonstrable evidence of dealing with complex stakeholder and consultee issues in relation to obtaining all necessary statutory consents for a heritage / conservation project.
9.5	Community engagement / Outreach in line with Heritage Lottery Fund (HLF) grant conditions	4	20	The Society of Antiquaries of London requires an organisation that can demonstrate understanding and experience of facilitating serious commitment to assisting where these formed part of the outcomes which grant making bodies are seeking to achieve learning, participation and activity plan commitments.
<b>Total</b>	-	-	75	-

Each of the selection questions will be scored in accordance with the table below.

### Scoring system for selection criteria

Score	Interpretation
0	Either no answer is given or the answer provides no evidence that the Organisation meets any of The Society of Antiquaries of London requirements.
1	The answer provides some evidence that the Organisation meets some of The Society of Antiquaries of London requirements but only in a minimal way.
2	The answer provides satisfactory (or better) evidence that the Organisation partially meets The Society of Antiquaries of London requirements.
3	The answer provides good (or better) evidence that the Organisation meets a majority of The Society of Antiquaries of London requirements.
4	The answer provides good (or better) evidence that the Organisation meets nearly all of The Society of Antiquaries of London requirements.
5	The answer provides excellent evidence that the Organisation fully meets all of The Society of Antiquaries of London requirements.

Where the panel considers that the response falls between the requirements for two whole mark scores, half marks may be awarded.

## **PART C: 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 organisation), that you do not meet any of the grounds for exclusion<sup>1</sup>. 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 subcontractors, 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. Subcontractors that you rely on to meet the selection criteria must also complete a self-declaration (although subcontractors 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 this SQ document along with the selection information requested in this SQ.

### **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 subcontractors, you should complete all of the selection questions on behalf of the consortium and/or any subcontractors.

If the relevant documentary evidence referred to in the SQ 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 SQ, 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.

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<sup>1</sup> For the list of exclusion please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Disciplinary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Disciplinary_Exclusions.pdf)

## PROCUREMENT OF ARCHITECTURAL SERVICES

### RESTRICTED PROCEDURE

#### Notes for completion

1. The “authority” means the Society of Antiquaries of London, or anyone acting on behalf of the Society of Antiquaries of London, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the organisation completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “organisation” is intended to cover any economic operator as defined by the PCR 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 subcontractors, 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. All subcontractors are required to complete Part 1 and Part 2<sup>2</sup>.
7. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, 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.

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<sup>2</sup> See PCR 2015 regulations 71 (8)-(9)

## 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 organisation 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 a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) 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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
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 works specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>3</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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<sup>3</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: <sup>4</sup></p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met; <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more. <sup>5</sup></li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	

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.

<sup>4</sup> 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](#).

<sup>5</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

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 <input type="checkbox"/> No <input type="checkbox"/> 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 subcontractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>

1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each subcontractor 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 subcontractor will take in providing the works and /or supplies e.g. key deliverables				
The approximate % of contractual obligations assigned to each subcontractor					

### 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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b></p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>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 <a href="#">webpage</a>.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)

2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	<p>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)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.3(a)	<p><b>Regulation 57(3)</b></p> <p>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?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.3(b)	<p>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.</p>	

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

Section 3		Grounds for discretionary exclusion
	Question	Response
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>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.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(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 <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(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 <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the Society of Antiquaries of London 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 <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.2	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<sup>6</sup>

Section 4		Economic and Financial Standing
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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 <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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 <input type="checkbox"/> No <input type="checkbox"/>
4.2	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 <input type="checkbox"/> No <input type="checkbox"/>

<sup>6</sup> [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

<b>Section 5</b>	<b>If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:</b>
<b>Name of organisation</b>	
<b>Relationship to the Supplier completing these questions</b>	

<b>5.1</b>	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.2</b>	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.3</b>	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Section 6</b>	<b>Technical and Professional Ability</b>
<b>6.1</b>	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the works, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
<b>Name of customer organisation</b>			
<b>Point of contact in the organisation</b>			
<b>Position in the organisation</b>			
<b>E-mail address</b>			
<b>Description of contract</b>			
<b>Contract Start date</b>			
<b>Contract completion date</b>			
<b>Estimated contract value</b>			

<p><b>6.2</b></p>	<p>Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s)</p> <p>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)</p>

<p><b>6.3</b></p>	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided works in the past but not under a contract.</p>

<p><b>Section 7 Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b></p>	
<p><b>7.1</b></p>	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p> <p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p><b>7.2</b></p>	<p>If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p> <p>Yes <input type="checkbox"/></p> <p>Please provide the relevant url ...</p> <p>No <input type="checkbox"/></p> <p>Please provide an explanation</p>



## 8. 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.

Section 8	Additional Questions
8.1	<b>Insurance</b>
a.	<p>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</p> <p>Employer's (Compulsory) Liability Insurance = £10 million for each and every claim</p> <p>Public Liability Insurance = £10 million in the aggregate over any period of 12 months</p> <p>Professional Indemnity Insurance = £10 million for each and every claim</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £10 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>

## 9. Project Specific Questions

<b>Section 9 Project Specific Questions</b>		
<b>9.1 Suppliers' Past Performance</b>		
a.	Can you supply a list of your relevant principal contracts for services provided in the last three years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	On request can you provide a Certificate of Satisfactory Performance from those customers on the list?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	If you cannot obtain a certificate from a customer can you explain the reasons why?	Yes <input type="checkbox"/> No <input type="checkbox"/>
d.	If any Certificate of Satisfactory Performance you have received states that the services supplied were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
e.	Can you supply the information in questions a. to d. above for any subcontractors or consortium members who you are relying upon to perform this contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>9.2 Accreditation</b>		
	Please confirm you hold a recognised conservation accreditation such as RIBA Architectural Accreditation in Building Conservation (AABC) or equivalent.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>9.3 Delivery Management of Staff and Subcontractors</b>		
	Please provide details of your Organisation's total numbers of staff over the previous 3 (three) years; your approach towards recruitment, retention and development of a committed and professionally competent workforce; and the measures your Organisation will take to control delivery of the work by your own staff and/or any Subcontractors or consortium members you propose to use.	Scored question – see Part B Paragraph 3 of this Selection Questionnaire for the authority's requirements for this area of technical and professional ability and details of how it is scored
<b>9.4 Management of Stakeholders and Statutory Consultees</b>		
	Please provide details of your Organisation's management, supervisory and operational structure including demonstration of how stakeholder management is dealt with. Please also provide by	Scored question – see Part B Paragraph 3 of this Selection Questionnaire for the authority's requirements for this area

	way of 2 (two) case studies how your Organisation has managed complete stakeholder and consultee issues of sensitive nature similar to the likely issues that may arise at Kelmscott during the project period.	of technical and professional ability and details of how it is scored.
<b>9.5</b>	<b>Community Engagement/HLF Activity Plan Support</b>	
	Please provide details of any community engagement policy adopted by your Organisation and of 3 (three) recent project examples where your Organisation has supported a grantee with delivery activities (as a condition of an HLF grant or other grant) during the capital phase of a project. Please also give details of your Organisation's experience of generating employment and training opportunities for people and/or supporting apprentice initiatives.	Scored question – see Part B Paragraph 3 of this Selection Questionnaire for the authority's requirements for this area of technical and professional ability and details of how it is scored

**SQ – Template for Appendices**

<b>Name of Potential Supplier</b>	
<b>Appendix Number</b>	
<b>SQ section</b>	
<b>Question number</b>	

#### 4 FINAL INSTRUCTIONS & DECLARATION

When you have completed this SQ, please ensure that:

- you have answered all questions;
- you have enclosed all documents requested; and
- you have read and signed the declaration below.

I confirm on behalf of the Organisation that the responses given above are true and complete and that I have not given any information or omitted to give any information the effect of which could be misleading.

I confirm on behalf of the Organisation that none of the information provided by the Society in connection with this project has been or will be used for any purpose other than responding to this submission and that without the consent of the Society no such information has been or will be disclosed, copied, reproduced or distributed or otherwise transferred to any third party.

I confirm that the submission of this SQ will not put our Organisation or The Society of Antiquities of London (SAL) in breach of SAL's probity or conflicts of interest policies which have been brought to our attention.

**WARNING: Any Organisation making any misrepresentation in providing the information required by this SQ (being information required under the Public Contracts Regulations 2015) or failing to provide any information required by this SQ or any subsequent enquiry made by The Society of Antiquities of London may be rejected as ineligible and excluded from those Organisations from whom The Society of Antiquities of London will make its selection of those to be invited to tender.**

Signed.....

(being a duly authorised representative of the Organisation)

position.....

for.....(Organisation)

Date.....

THIS SQ SHOULD BE RETURNED TO: [jeremy.stone@greenwoodprojects.com](mailto:jeremy.stone@greenwoodprojects.com)

BY NO LATER THAN **16:00 hours on 24<sup>th</sup> January 2017**

Any queries should be addressed to the contact person in paragraph 1.1 of Part A

