

LONDON BOROUGH OF ENFIELD

**INSTRUCTIONS TO APPLICANTS
AND
PRE – QUALIFICATION QUESTIONNAIRE (“PQQ”)**

UK –Enfield: Site Remediation Works

**Ref: 9ZPH-UXSFY1
CONTRACT NOTICE WORKS**

Remediation of sites at Willoughby Lane & Meridian Way and
Framework for remediation of other sites
NEC3 Option A or Option C contracts
Estimated value: £30m

**PLEASE READ THESE INSTRUCTIONS CAREFULLY
BEFORE PREPARING YOUR SUBMISSION.**

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1. INTRODUCTION

A PQQ has been prepared by the London Borough of Enfield ("the Authority") in connection with the issue of an OJEU Works Contract Notice relating to a single contract for the remediation of contaminated land at two separate sites within the borough (Willoughby Lane & Meridian Way) and the conclusion of a framework of specialist remediation contractors to deliver further remediation works as required by the Authority and by the other London Boroughs identified in the Contract Notice ("the Framework").

The Contract Notice is seeking expressions of interest from suitable contractors, **with specific experience in remediation of former gasworks sites**, wishing to be considered for appointment to the framework and delivery of the Willoughby Lane & Meridian Way contract ("Applicants"). This process is being conducted under the restricted procedure set out in the Public Contracts Regulations 2015.

The PQQ sets out the information which is required by the Authority in order to assess the suitability of operators in terms of their technical knowledge and experience, capability and capacity, organisational and financial standing. This document (Instructions to Applicants) provides instruction on the completion of the PQQ and information on how Applicants' responses to the PQQ will be evaluated.

At this stage, the Authority intends to invite a short-list of the five (5 No.) highest scoring suitably qualified Applicants to be invited to tender.

The qualification criteria are a combination of both financial and non-financial factors in accordance with the information provided in Section 7 of this document.

No information contained in this PQQ or in any communication made between the Authority and any Applicant in connection with this PQQ shall be relied upon as constituting a contract, agreement or representation that any framework agreement or contract shall be awarded. The Authority reserves the right, subject to the requirements of the Public Contracts Regulations 2015, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time without awarding any contract and/or concluding any framework agreement. Under no circumstances shall the Authority incur any liability in respect of this PQQ or any supporting documentation and organisations expressing an interest do so entirely at their own risk.

Direct or indirect canvassing of any Authority Member, public sector employee or agent by any Applicant concerning the PQQ, or any attempt to procure information from any Authority Member, public sector employee or agent concerning this PQQ may result in the disqualification of the Applicant from consideration for this requirement.

2. GENERAL REQUIREMENTS / PROJECT INTRODUCTION

The Authority is seeking expression of interest to appoint a suitably qualified and experienced Main Contractor with proven capability for the purpose of site remediation.

The initial project will comprise two separate sites, known as Willoughby Lane and Meridian Way.

Willoughby Lane covers an area of 6.98 ha, and is the site of the former Willoughby Lane gas works. It is located in a mixed industrial and residential area in Tottenham, North London. Access to the site is via Willoughby Lane off Leaside Road. The site is approximate rectangular in shape. It is bordered to the north by Ladysmith Park, beyond which is the A406 North Circular; to the east is a mainline railway

beyond which is the Meridian Way site. To the south is Leaside Road and some residential housing on Willoughby Lane; and to the west is residential housing on Kimberley Road.

The Meridian Way site covers an area of approximately 1.38 ha. It is a former coal handling site for the Willoughby Lane gas works. The site is generally level and low-lying at an elevation of approximately 11.5 m AOD. A number of earth bunds are present, originally located to prevent vehicular access at the perimeter and to inhibit movement around the site. Leaside Road is elevated on embankment to the south, rising in height from the Meridian Way junction to the railway overbridge adjacent to the south west corner of the site.

Further projects will be as required by the Authority and/or other users of the Framework. The Authority makes no representation as to the likely volume, size or value of projects awarded under the Framework and those Applicants which are invited to tender will be required to satisfy themselves as to the likely volumes of work.

The form of contract for the Willoughby Lane & Meridian Way site will be an amended form of the NEC Engineering and Construction Contract (Priced Option C). Any call off contracts which are issued under the Framework will be amended forms of the NEC Engineering and Construction Contract with either priced option A or priced option C as specified in any mini-competition.

Where any Applicant believes that any part of the PQQ documentation is ambiguous, capable of more than one meaning or inconsistent the Applicant must raise this as a clarification question in sufficient time prior to the final date for return of expressions of interest to allow the Authority to respond. Where any response by the Authority is of general application, it will be issued to all Applicants at the same time. Claims made by Applicants that, any part of the documentation was ambiguous or capable of more than one meaning or inconsistent, made after the final date for return of tenders will not be considered unless the Applicant has specifically and fully raised the issue in the manner set out above

3. OUTLINE TIMETABLE

Set out below is the current anticipated procurement timetable. This is intended as a guide and whilst the Authority does not intend to depart from the timetable it reserves the right to do so at any stage. The Authority will notify applicants of any significant changes.

Target Date	Activity
14-09-2015	OJEU notice published with PQQ made available to Applicants
16-10-2015	PQQ return date (12.00noon)
12-11-2015	Evaluation of PQQ's completed
16-11-2015	Invitation to Tender ("ITT") issued to selected Applicants
08-01-2016	Tender return date (12.00noon)
29-01-2016	Evaluation of tender's completed
17-02-2016	Notifications to tenderers / commence standstill period
02-03-2016	Mandatory standstill period ends
02-03-2016	Award of 1 st Contract Package / Award of Framework Appointments

4. ADDITIONAL INFORMATION

All requests for clarification or further information in respect of the PQQ shall be sent via the “Discussions” area of the Authorities e-Tendering system (www.londontenders.org). No approach of any kind in connection with the PQQ shall be made to any other person within, or associated with, the Authority.

The PQQ is being provided on the same basis to all Applicants.

The Authority expressly reserves the right to require an Applicant to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this PQQ.

The Authority will not reimburse any costs incurred by Applicants in connection with preparation of their responses to this PQQ.

5. FREEDOM OF INFORMATION

The Authority is committed to open government and to meeting their legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted in expressions of interest may need to be disclosed by the Authority in response to a request under the Act. The Authority may also decide to include certain information in the publication scheme, which the Authority maintains under the this or other Acts.

If an Applicant considers that any of the information included in their response to the PQQ is commercially sensitive, it must 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.

Applicants must be aware that, even where they have indicated that information is commercially sensitive, the Authority might be required to disclose it under the Act if a request is received.

Applicants must also note that the receipt of any material marked ‘confidential’ or equivalent by the Authority shall not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking.

6. INSTRUCTIONS FOR COMPLETION

Applicants must follow the instructions outlined below when completing the PQQ.

Guidance Notes detailing how to download the documents, upload your responses and raise questions regarding the PQQ, can be found within the ‘Supplier Guides’ shown on the ‘Suppliers Area’ of ProContract:

https://www.londontenders.org/procontract/supplier.nsf/frm_home?openForm

Applicants must ensure that any documents comprised in their response to the PQQ which require a signature are duly signed and included within their response to this PQQ.

Applicants must register their intent to respond using the button shown on ProContract and be bound by any Conditions stated within the PQQ.

All submissions are to be made via the www.londontenders.org Portal.

RFQ Information	
Contract Ref No:	REDBR-UATT-8BXDUT
Contract Title:	Training Quotation
Ref No (Version):	RFQ-UATT-8BXF66-1 (Version 1)
Title:	Plough Demonstration
Response Required By:	14/01/2011 20:00:00
Attachments:	3

My Response	
Status:	New
Version:	1
Intent To Respond:	Not Sent
Supplier Ref No:	Not Set

Options	
<input type="button" value="Response Wizard"/>	<input type="button" value="Opt Out"/>
<input type="button" value="Register Intent"/>	<input type="button" value="Finish"/>

To complete an online form, Applicants must use the 'Response Wizard' button shown above.

Applicants must then follow the instructions outlined below when completing the PQQ.

Applicants must 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 an Applicant's organisation, the PQQ response shall explain the position.

As a result of past experience of this practice and the problems this causes during the opening of applications, any responses to this PQQ which are returned in a format other than the original and/or include alterations or substitutions to this document or to the PQQ may not be considered by the Authority and the relevant Applicant may be excluded from further consideration.

To clarify:

- a) All Microsoft Word documents must be in Word 97-2003 Document (*.doc) format.
- b) All Microsoft Excel documents must be in Excel Workbook (*.xls) format.
- c) All Portable Document Format (PDF) documents must be in Adobe (*.pdf) format.

Questions must be answered in English.

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

Responses will be evaluated in accordance with the procedures set out in paragraph 7 Evaluating Pre-Qualification Questionnaires / Scoring Mechanism below.

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 an Applicant is excluded from further consideration in this process. Applicants are advised neither to make any assumptions about their past or current supplier relationships with the Authority nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

The Authority is not bound to invite any Applicant to tender and reserves the right to abandon this process at any time without making any contract award and/or concluding any framework. The Authority shall have no liability whatsoever to any Applicant should it decide to abandon this process. Any action on the part of the Authority or the Applicant which might otherwise be construed as creating a legal relationship will not be construed as such and no such contract shall exist in relation to the PQQ.

7. EVALUATING PRE-QUALIFICATION QUESTIONNAIRES/SCORING MECHANISM

The following shows the areas of the PQQ and if / how they will be assessed:

No.	Section	Scoring Mechanism / Weighting
1.	Company Information	
1.1	Organisational Details	For information only
1.2	Consortia and Sub-Contracting	For Information only
1.3	Licensing and Registration	Pass/Fail
2.	Legal Formation	
2.1	Grounds for Mandatory Rejection	Pass/Fail
2.2	Grounds for Discretionary Rejection	Pass/Fail
3.	Financial Details	
3.1	Financial Assessment	Pass/Fail
4.	Policy and Procedures	10% Overall weighting allocated
4.1	Insurance	Pass/Fail
4.2	Equal Opportunities	Pass/Fail
4.3	Environmental Management	Pass/Fail
4.4	Health and Safety	Pass/Fail
4.5	Community Benefit	
4.5.1	Training and Apprenticeships	40% Sub-weighting
4.5.2	Local Supply Chain Opportunities	40% Sub-weighting
4.5.3	Sustainability, Corporate & Social Responsibility	20% Sub-weighting
5.	Technical Ability and Capability	90% Overall weighting allocated
5.1	Relevant Experience and Contract Examples	30% Sub-weighting
5.2	Specialist Remediation Services	10% Sub-weighting
5.3	Project Management	10% Sub-weighting
5.4	Commercial Management	10% Sub-weighting
5.5	Programme Management	10% Sub-weighting
5.6	Supply Chain Management	5% Sub-weighting
5.7	Stakeholder Management	5% Sub-weighting
5.8	Quality Assurance	5% Sub-weighting
5.9	Environmental Systems	5% Sub-weighting
5.10	Financial Deductions	5% Sub-weighting
5.11	Termination of Contract	5% Sub-weighting
-	Declaration	-

Applicants must supply as much of the information requested as possible to allow their submission to be assessed accurately. The Authority is entitled to request further additional information in the course of its evaluation.

Each Applicant will be assessed on how its expression of interest responds to the criteria and sub criteria set out above. Each weighted sub criterion set out above will be evaluated / assessed and marked in accordance with the following guidance.

Score	Score Comment	Score Rationale
5	Excellent Response	The PQQ response convincingly and comprehensively demonstrates that the Applicant's technical and professional ability meets the Authority's requirements.
4	Good Response	The PQQ response convincingly demonstrates that the Applicant's technical and professional ability is very likely to satisfy the Authority's requirements.
3	Acceptable Response	The PQQ response demonstrates that the Applicant's technical and professional ability is very likely to satisfy the majority of the Authority's requirements.
2	Unsatisfactory Response	The PQQ response fails to demonstrate that the Applicant's technical and professional ability is likely to satisfy the Authority's requirements.
1	Unacceptable Response	The PQQ response fails to demonstrate that the Applicant has relevant technical and professional ability.
0	Non-compliant Response	The PQQ response does not comply with these instruction or the PQQ or does not address the required submissions. Any Applicant whose expression of interest is determined to be non-compliant may be excluded from further consideration.

Each Qualitative Delivery Proposals will be marked separately, by members of the evaluation panel. [A moderation process will then be followed to arrive at a consensus score using the weightings set out above.]

Followings moderation [and a consensus workshop] for each sub criteria within Sections 4 and 5 (still marked out of 5) each score will be weighted in order to arrive at a final score using the weightings above.

For Example:

Example 1: If a question has a maximum score of 10 marks. A score of good would give a score of 4. The score of 4 would then be adjusted to a mark out of 10, i.e. $4 \times (10/5) = 8$.

Example 2: If a question has a maximum score of 10 marks. A score of Acceptable would give a score of 3. The score of 3 would then be adjusted to a mark out of 10, i.e. $3 \times (10/5) = 6$.

Refer to Appendix 2 for the scoring evaluation of Section 3 – Financial Details

8. SUBMISSION OF COMPLETED PRE-QUALIFICATION QUESTIONNAIRES

Applicants must submit their completed response to the PQQ via the Authority's e-Tendering system (www.londontenders.org) **no later than 12.00noon Friday 16 October 2015**. Completed responses to the PQQ may be submitted at any time before the closing date. Please note that completed PQQ's received after the closing date may be rejected.

Applicants must keep their contact details on the e-Tendering tool up to date or they will be unable to receive communications from the Authority.

9. CONSORTIA AND SUB-CONTRACTING

Consortia arrangements:

If the Applicant bidding for a requirement is doing so on behalf of a consortium, the following information must be provided:

- full details of the make-up of the consortium; and
- The information sought in this PQQ in respect of each of the consortium's constituent members as part of a single composite response.

Where Applicants are proposing to create a separate corporate entity, they shall provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate appendix and confirm that the members of the consortium will each provide a full contractual guarantee of the performance of that entity. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements shall be provided in the appendix. However, please note the Authority reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 19(6) of the Public Contracts Regulations 2015.

10. QUERIES ABOUT THE PROCUREMENT

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

Any questions about the procurement must be submitted in writing via the e-Tendering system www.londontenders.org. No approach of any kind in connection with the PQQ shall be made to any other person within, or associated with, the Authority.

If the Authority 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 Applicants who have responded; have expressed an interest, or those that show an interest before the closing date for the submission of the PQQ.

All responses received and any communication from Applicants will be treated in confidence but will be subject to the Freedom of Information Act.

11. PROVIDER SELECTION

The objective of the qualification process is to assess the responses to the PQQ and select Applicants to proceed to the next stage of the procurement.

The Authority may disqualify any Applicant who fail to:

1. Satisfy the 'pass/fail' criteria in the PQQ,
2. Provide a satisfactory response to any questions in the PQQ or who inadequately or incorrectly completes any question,
3. Submit its completed response to the PQQ before the deadline set out at Section 8.

The Authority may seek independent financial and market advice to validate information declared or to assist in the evaluation. The Authority reserves the right to obtain references, conduct reference site visits; ask for demonstrations; and/or presentations as part of the PQQ process.

Some supporting documents are not required at this point (for example certificates, statements with this questionnaire.) **However, the Authority may ask to see these documents later, so Applicants must ensure they can be made available upon request.** Applicants may also be required to clarify their answers or provide more details about certain issues.

APPENDIX 1 PRE-QUALIFICATION QUESTIONNAIRE

1. COMPANY INFORMATION

1.1 ORGANISATION AND CONTACT DETAILS – INFORMATION ONLY	
a) Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted)	
b) Registered office address / telephone number / email address	
c) Company or charity registration number	
d) VAT registration number	
e) Name of immediate parent company	
f) Name of ultimate parent company	
g) Dun & Bradstreet (DUNS) number (if applicable)	
h) Constructionline registration number (if applicable)	
i) Type of organisation Please mark 'X' in the relevant box to indicate your trading status	i) Public Limited Company
	ii) Private Limited Company
	iii) Consortium
	iv) Other Partnership
	v) Sole Trader
	vi) Limited Liability Partnership
	vii) Other (Please specify)
j) Please indicate if you are one of the following Please mark 'X' in the relevant box(s) to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE)
	ii) Small & Medium Enterprise (SME)
	iii) Sheltered Workshop
	iv) Public Service Mutual
Supplier contact details for enquiries about this PQQ	
Name	
Postal Address	
Country	
Phone	
Mobile	
E-mail	

1.2 CONSORTIA AND SUB-CONTRACTING (BIDDING MODEL) – INFORMATION ONLY	
Please insert 'X' in the relevant box to indicate your answer;	
a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	Yes: No :
b) Bidding as role of Prime Contractor and will use third parties to deliver some of the services	Yes: No :
c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services	Yes: No :
d) Bidding as a consortium but not proposing to create a new legal entity <i>If your answer is 'YES', please include details of your consortium in the next column and use a separate appendix to explain the alternative arrangements i.e. why a new legal entity is not being created</i> <i>Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.</i>	Yes: No : Consortium Members Lead Member
e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV) <i>If your answer is 'YES', please include details of your consortium, current lead member and intended Special Purpose Vehicle (SPV) in the next column and provide full details of the bidding model using a separate Appendix</i>	Yes: No : Consortium Members Current Lead Member Name of SPV
<i>If your answer is 'YES' to (b) or (c) please provide in a separate appendix (no more than 2 pages), your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</i>	

1.3 LICENSING AND REGISTRATION – PASS/FAIL

Please insert 'X' in the relevant box to indicate your answer;

<p>a) Registration with a professional body.</p> <p>If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex IX of directive 2014/24/EU) under the conditions laid down by that member state.</p>	<p>Yes:</p> <p>No :</p> <p>If Yes, please provide registration number below:</p>
<p>b) Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</p> <p><i>If yes, please provide additional details in the next column of what is required and confirmation that you have complied with this.</i></p>	<p>Yes:</p> <p>No :</p>

2. LEGAL FORMATION

2.1 GROUNDS FOR MANDATORY REJECTION – PASS/FAIL	
<p>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).</p> <p>If you have answered 'YES' to question 2.1.1 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.</p>	
<p>If you answer 'Yes' to any question in this section your application will not be accepted.</p> <p>It is implicit that the person submitting the PQQ on behalf of the potential provider has the authority to confirm this requirement. If this is not the case then a person with the appropriate authority from the potential provider's organisation must complete the 2.1 PQQ template (Director, Company Secretary Etc.).</p> <p>You may contact us for advice before completing this part of the questionnaire.</p>	
<p>Please insert 'X' in the relevant box to indicate your answer;</p>	
<p>2.1 Within the past five years, has your organisation (or any member of your proposed consortium, 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?</p>	<p>Please answer 'Yes' or 'No'</p>
<p>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 Authority Framework Decision 2008/841/JHA on the fight against organised crime;</p>	<p>Yes:</p> <p>No :</p>
<p>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; where the offence relates to active corruption;</p>	<p>Yes:</p> <p>No :</p>
<p>c) The common law offence of bribery;</p>	<p>Yes:</p> <p>No :</p>
<p>d) Bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;</p>	<p>Yes:</p> <p>No :</p>
<p>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</p>	

Convention on the protection of the financial interests of the European Communities, within the meaning of—	
i) The offence of cheating the revenue;	Yes: No :
ii) The offence of conspiracy to defraud;	Yes: No :
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;	Yes: No :
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;	Yes: No :
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;	Yes: No :
vi) An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	Yes: No :
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;	Yes: No :
(viii) Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	Yes: No :
(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;	Yes: No :
f) Any offence listed—	
i) In section 41 of the Counter Terrorism Act 2008; or	Yes: No :
ii) In Schedule 2 to that Act where the court has determined that there is a terrorist connection;	Yes: No :

g) Any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);	Yes: No :
h) Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002, Money Laundering Regulations 2003 or Money Laundering Regulations 2007;	Yes: No :
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;	Yes: No :
j) An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;	Yes: No :
k) An offence under section 59A of the Sexual Offences Act 2003;	Yes: No :
l) An offence under section 71 of the Coroners and Justice Act 2009	Yes: No :
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	Yes: No :
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	Yes: No :
ii) Created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.	Yes: No :

<p>2.1.1 Non-payment of Taxes</p> <p>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?</p>	<p>Please answer 'Yes' or 'No'</p>
<p>Please insert 'X' in the relevant box to indicate your answer;</p>	
<p>a) 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?</p>	<p>Yes:</p> <p>No :</p>

2.2 GROUNDS FOR DISCRETIONARY EXCLUSION – Part 1 – PASS/FAIL

The Authority is entitled to exclude you from the procurement if any of the following apply but may decide, having considered all the relevant circumstances, to allow your tender to proceed. If you answer 'Yes' to any question, please set out (in a separate Appendix) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

It is implicit that the person submitting the PQQ on behalf of the potential provider has the authority to confirm this requirement. If this is not the case then a person with the appropriate authority from the potential provider's organisation must complete the 2.2 PQQ – Part 1 template (Director, Company Secretary Etc.).

If you select 'Yes', please provide detail in a separate Appendix.

Please insert 'X' in the relevant box to indicate your answer;

2.2 – Part 1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please answer 'Yes' or '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;	Yes: No :
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;	Yes: No :
c) Your organisation is guilty of grave professional misconduct, which renders its integrity questionable (please see the note below relating to blacklists);	Yes: No :
d) Your organisation has entered into agreements with other economic operators aimed at distorting competition;	Yes: No :
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;	Yes: No :
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;	Yes: No :
g) Your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior	Yes:

contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;	No :
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	Yes: No :
ii) Has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or	Yes: No :
i) Your organisation has undertaken to—	
i) Unduly influence the decision-making process of the contracting authority, or	Yes: No :
ii) Obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or	Yes: No :
j) Your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes: No :

Blacklists

The Authority has agreed to take a proactive stand against the illegal use of prohibited lists (also known as blacklists) by construction companies. These lists have been compiled without the individual subject matter's knowledge or consent and found to contain information such as trade union membership information which may have been used to determine whether or not to recruit individuals.

At its Cabinet meeting on 10th July 2013 the Authority agreed to support the national union campaign by not allowing tenders from companies who subscribe to the use of such lists by seeking confirmation from prospective suppliers during the tendering process.

The Authority considers that the use of such lists is grave misconduct as referred to at section 2.2(c) and Applicants must complete their expression of interest on that basis

Conflicts of Interest

In accordance with question 2.2 – Part 1 (e), the Authority may exclude the Applicant 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 Applicant 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 Applicant.

Taking Account of Bidders' Past Performance

In accordance with question (g), the Authority may assess the past performance of An Applicant (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 Applicant 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.). Applicants 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 Applicant that answers 'Yes' to questions 2.1, 2.1.1 and 2.2 – Part 1 must 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 Applicant has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

Such evidence shall be considered by the Authority (whose decision will be final) in accordance with Regulations 57(13) to 57(17).

In order for the evidence referred to above to be sufficient, the Applicant 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 Applicant 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 Applicant shall be given a statement of the reasons for that decision.

2.2 GROUNDS FOR DISCRETIONARY EXCLUSION – Part 2 – PASS/FAIL

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

Please note that Section 2.2 – Part 2 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:
1. A Relevant Tax Authority successfully challenging the Applicant 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;
 2. The failure of an avoidance scheme which the Applicant 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 Applicant'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.

It is implicit that the person submitting the PQQ on behalf of the potential provider has the authority to confirm this requirement. If this is not the case then a person with the appropriate authority from the potential provider's organisation must complete the 2.2 PQQ – Part 2 template (Director, Company Secretary Etc.).

Please insert 'X' in the relevant box to indicate your answer;

2.2 – Part 2 From 1 April 2013 onwards, have any of your company's tax returns submitted on or after 1 October 2012;	Please answer 'Yes' or 'No'
a) Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion;	Yes: No :
b) Been found to be incorrect as a result of:	
i) HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or	Yes: No :
ii) 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	Yes: No :

<p>iii) The failure of an avoidance scheme which the Applicant 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 jurisdiction in which the Applicant is established</p>	<p>Yes: No :</p>
<p>If answering “Yes” to either a) or b) above, the Applicant should 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:</p> <ul style="list-style-type: none"> ● 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. <p>In order that the Authority can consider any factors raised by the Applicant, the following information must be provided:</p> <ul style="list-style-type: none"> ● 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 Applicant, or date when the return was amended. ● The level of any penalty or criminal conviction applied. 	

3. FINANCIAL DETAILS – PASS / FAIL

3.1 FINANCIAL ASSESSMENT – PASS/FAIL	
<p>This section assesses the financial standing and capability of the Applicant submitting a PQQ response.</p> <p>Please ensure that all the information and documentation provided is up to date, as failure to explain any discrepancies between provided accounts and information contained in the bid may result in exclusion from the process.</p> <ol style="list-style-type: none"> 1. This assessment will only be undertaken in respect of those Applicants who meet the minimum compliance requirements, i.e. who pass Sections a), b) and c) (if applicable). 2. The Authority will obtain an external report on each candidate to verify the accounts submitted by the candidate and to validate the financial calculations made by the Authority. 3. Where this PQQ is being submitted by a candidate/lead organisation wishing to rely on the capacities of other entities or members in a group or Consortium, for the purposes of their financial standing, must provide additional details of those capacities and how they will be made available to the candidate. 4. If the Applicant is a subsidiary company, the financial standing of the ultimate holding/parent company, where this applies, therefore also forms part of the evaluation process – all the financial information requested below for the bidding organisation must be provided for the parent organisation as well. External reports on such entities will also be obtained. 5. If Applicants are successful in passing the PQQ stage, they are required to advise the Authority of any significant changes during the second stage of the procurement process. Significant changes are those which if they had occurred before this PQQ would or may have resulted in changes to their scores or them not passing the PQQ stage. The Authority will take significant changes into account in reaching the decision to award the contract. Failure to disclose this information may result in termination of the contract if awarded. 6. Evaluation of the financial information provided, except where stated otherwise, will be based on a three-year average which will be scored to determine the financial capacity and capability of each Applicant. The data of Applicants who started trading recently will be averaged by the number of years of accounts provided. <p>Section a) has a PASS/FAIL criteria and the financial information requested must be attached to allow the Authority to assess the financial standing of the Applicant.</p>	
Please insert 'X' in the relevant box to indicate your answer;	Please answer 'Yes' or 'No'
<p>a) Please confirm that you attach one set of the last two financial years audited (as appropriate) / signed accounts for your organisation.</p> <p><i>The accounts provided must cover the last two years of trading or for the period that is available if trading for less than two years.</i></p> <p><i>If the Applicant submitting this PQQ is a subsidiary company, the information</i></p>	<p>Yes:</p> <p>No :</p>

<p><i>requested is required for both the subsidiary and the ultimate holding/parent company.</i></p> <p><i>If the Applicant is submitting this PQQ as a lead organisation wishing to rely on the capacities of other entities or members in a group or Consortium for the purposes of their financial standing assessment the Applicant must provide additional details of those capacities and how they will be made available to the potential provider.</i></p> <p><i>In order to carry out the calculation of the key financial ratios detailed in Appendix 2 which form part of the pass/fail assessment, detailed accounts must be provided; abbreviated accounts which do not provide the relevant data for the calculation of the key financial ratios will not be accepted.</i></p> <p><i>Applicants who FAIL to provide the accounts with the necessary information will be excluded from further consideration in the PQQ.</i></p> <p><i>All accounts provided must be signed.</i></p>	
<p>b) Does your organisations latest set of audited accounts relate to a period more than 12 months before the date of this submission?</p> <p><i>If your response is 'No' please ignore the next question.</i></p> <p><i>If your response is 'Yes' please complete section c)</i></p>	<p>Yes:</p> <p>No :</p>
<p>c) Please confirm that you are providing a copy of your most recent business plan, budget or similar document that includes the financial projection for the current year.</p> <p><i>If your latest set of audited accounts relates to a period more than 12 months before the date of this submission, please provide a copy of your most recent business plan, budget or similar document that includes a financial projection for the current year.</i></p>	<p>Yes:</p> <p>No :</p>

4. POLICY AND PROCEDURES – 10% WEIGHTING

4.1 INSURANCE – PASS/FAIL	
Please insert 'X' in the relevant box to indicate your answer;	Please answer 'Yes' or 'No'
<p>Please confirm below whether you already have <i>or can commit to obtain</i>, prior to the commencement of the contract, the levels of insurance cover indicated below:-</p> <p>Employer’s Liability Insurance of not less than £10,000,000</p> <p>Public Liability Insurance of not less than £10,000,000</p> <p>*Professional Indemnity Insurance of not less than £2,000,000</p> <p>Product Liability Insurance - deemed to be included within professional indemnity.</p> <p>All of which are in relation to any one claim or series of claims.</p> <p>*and shall ensure that all professional consultants or sub-contractors involved in the provision of the services hold and maintain appropriate cover.</p> <p><i>Applicants are to ensure that they attach a copy of their insurance certificate.</i></p>	<p>Yes:</p> <p>No :</p>

4.2 EQUALITY OPPORTUNITIES AND DIVERSITY – PASS/FAIL

The Authority has a duty in law pursuant to the Equality Act 2010 (this act replaces the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Disability Discrimination Act 1995 and the Equality Act 2006), in the carrying out of its functions, to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between persons of different racial groups. This duty applies where the Authority carries out its functions directly and where it does so through external contractors.

In the performance of their contractual obligations, contractors shall not discriminate against any person or persons on the grounds of race, colour, religion, and ethnic or national origin. Additionally, contractors shall not discriminate against any person or persons not being an employee of the contractor on the grounds of disablement, gender, sexual orientation or marital status.

Organisations shall comply with the Code of Practice for the Elimination of Racial Discrimination and the Promotion of Equal Opportunity in Employment issued by the Commission for Racial Equality and on request provides the Authority with copies of:

- 1) Instructions to staff concerned with recruitment, promotion and training in regard to their equal opportunity policy.
- 2) Documents available to employees, recognised trade unions or other representative groups of employees in regard to the organisations equal opportunity policy.
- 3) Recruitment advertisements or other literature.

Organisations are also encouraged to comply with the Code of Practice on the Elimination of Sex Discrimination Issued by the Equal Opportunities Commission and the Code of Good Practice on the Employment of Disabled People, issued by the Employment Service. Organisations shall also take all necessary steps to secure the observance of this part of the Code by all their employees or agents.

Generally and the foregoing notwithstanding, contractors who carry out functions on behalf of the Authority will be expected to demonstrate that they can meet the Authority's commitment to and compliance with current equalities legislation as if the Authority was carrying out such functions itself. Such equalities legislation includes the statutory obligations under the Equality Act 2010.

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

Please insert 'X' in the relevant box to indicate your answer;	Please answer 'Yes' or 'No'
a) In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in jurisdiction other than the UK)?	Yes: No :
b) In the last three years, has your organisation had a complaint upheld following an investigation by the Equality & Human Rights Commission or its predecessors (or a comparable body in jurisdiction other than the UK), on grounds or alleged unlawful discrimination?	Yes: No :

If you have answered 'Yes' to one or both of the above questions, please provide, as an Appendix, a summary of the nature of the investigation and an explanation of the outcome (so far) of the investigation.

If the investigation upheld the complaint against your organisation, provide as an Appendix, an explanation of what action (if any) you have taken to prevent unlawful discrimination from reoccurring.

Applicants must note that if you have answered 'Yes' to one or both of the above questions you may be excluded from tendering if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.

c) If you intend to use sub-contractor(s), please confirm as to whether any of the above circumstances apply to these other organisations?

Yes:

No :

4.3 ENVIRONMENTAL MANAGEMENT – PASS/FAIL

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

Please insert 'X' in the relevant box to indicate your answer;

Please answer
'Yes' or 'No'

a) Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority) in relation to activities similar to this covered by this contract?

Yes:

No :

If your answer to the above question is 'Yes', provide details as an Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.

Applicants must note that the Authority will not select Applicant(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.

b) If you intend to use sub-contractor(s), please confirm as to whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?

Yes:

No :

4.4 HEALTH & SAFETY – PASS/FAIL

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

Please insert 'X' in the relevant box to indicate your answer;

Please answer
'Yes' or 'No'

a) Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?

Yes:

No :

If your answer to the above question is 'Yes', provide details as an Appendix of any enforcement / remedial orders served and give details of any remedial action or changes to procedures you have made as a result.

Applicants must note that the Authority will exclude Applicant(s) that have been in receipt of enforcement/remedial action orders unless the Applicant(s) can demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences / breaches.

b) If you intend to use sub-contractor(s), please confirm as to whether any of the above circumstances apply to these other organisations?

Yes:

No :

If your answer to the above question is 'Yes' please provide evidence of the procedures you use to monitor sub-contractors' Health and Safety arrangements. This should include any questionnaires used, and details of communication and monitoring methods.

c) Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.

Yes:

No :

If your answer to the above question is 'Yes', provide full details and supporting evidence including but not limited to, confirmation of any registrations and/or accreditations, copies of health and safety at work policies and details of measures utilised to ensure robust health and safety work practices are adhered to.

4.5 COMMUNITY BENEFIT – 100% SUB-WEIGHTING

4.5.1 TRAINING AND APPRENTICESHIPS – 40% SUB-WEIGHTING

Please provide details and evidence of your organisation's approach towards supporting the Authority's corporate priority of up-skilling the local workforce, creating local employment opportunities and providing apprenticeships and other training opportunities to the local community on similar, comparable successfully completed projects. (Max. 1000 words.)

Applicants must note that your response should include the following:

- Detailed examples of your approach towards the provision of apprenticeship and training programmes to young people.
- Detailed examples of your approach towards generating employment and training opportunities for long-term unemployed people.
- Detailed evidence of your approach towards retention of the skilled workforce following the completion of the apprenticeship and training programmes.
- How this approach has been embedded into the local community.
- Number of apprentices employed.
- Percentage of workforce directly employed.
- Total investment provided.

Response:

4.5.2 LOCAL SUPPLY CHAIN OPPORTUNITIES – 40% SUB-WEIGHTING

Please provide details and evidence of your organisation's approach towards promoting and providing full and fair opportunity to new and small enterprises (SME's) to assist in the delivery of similar, comparable successfully completed projects. (Max. 500 words.)

Applicants must note that your response should include the following:

- Detailed examples of suppliers used.
- Detailed examples of new enterprises and SME's that have been used.
- How this approach has been embedded into the community.
- Percentage of suppliers, new enterprises and SME's that have been used.
- Details of the projects involved.

Response:

4.5.3 SUSTAINABILITY, CORPORATE & SOCIAL RESPONSIBILITY (CSR) – 20% SUB-WEIGHTING

Outline how your organisation's Sustainability, Corporate & Social Responsibility (CSR) approach has been delivered to provide added value to public bodies which your organisation works with. (Max 300 words)

Response:

5. TECHNICAL ABILITY AND CAPABILITY – 90% WEIGHTING

This section assesses the experience, technical capability and capacity of the Applicant to carry out remediation works at the Willoughby Lane and Meridian Way sites as well as elsewhere in the Greater London area under the Framework and in accordance with an NEC3 Option A or NEC3 Option C Contract to the Authorities requirements.

5.1 RELEVANT EXPERIENCE AND CONTRACT EXAMPLES – 30% SUB-WEIGHTING

Please provide details of **three** contracts, in any combination from either the public or private sector, that are relevant to the Authority's requirement. Contracts may be from the past **five** years and should include a minimum of **two** projects executed in a similar urban area and minimum of one project which has taken place on a former gasworks site.

You should ensure that the named customer contact provided by you is be prepared to provide a formal written reference and evidence to the Authority to confirm the accuracy of the information provided below.

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 will 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).

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 must be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the works.

Contract 1

Name and Address of Client's Organisation

Point of contact in Client's Organisation, including position in organisation, telephone number and e-mail address

Point of contact for formal reference (if different from above)

Project Name, Location, Type of Works and Form of Contract used.

Contract Start and Completion Dates (as originally programmed and actually achieved)

Reasons for any early completion or delay

Contract Value

£

Final Account Value

£

In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.

Contract 2

Name and Address of Client's Organisation

Point of contact in Client's Organisation, including position in organisation, telephone number and e-mail address

Point of contact for formal reference (if different from above)

Project Name, Location, Type of Works and Form of Contract used.

Contract Start and Completion Dates (as originally programmed and actually achieved)

Reasons for any early completion or delay

Contract Value

£

Final Account Value

£

In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.

Contract 3

Name and Address of Client's Organisation

Point of contact in Client's Organisation, including position in organisation, telephone number and e-mail address

Point of contact for formal reference (if different from above)

Project Name, Location, Type of Works and Form of Contract used.

Contract Start and Completion Dates (as originally programmed and actually achieved)

Reasons for any early completion or delay

Contract Value

£

Final Account Value

£

In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.

If you cannot provide at three examples for the above question, in no more than 250 words please provide an explanation for this e.g. your organisation is a new start-up.

5.2 SPECIALIST REMEDIATION WORKS – 10% SUB-WEIGHTING

Please provide details demonstrating your experience of and competence in the following categories;-

- Dealing with Japanese Knotweed.
- Dealing with Giant Hogweed.
- Non-aqueous phase liquid (NAPL) recovery.
- Utility services protection and/or diversions.

(Max 1000 words.)

Response:

5.3 PROJECT MANAGEMENT – 10% SUB-WEIGHTING

Please provide details of the project management structure and methodology your organisation has employed in relation to delivering projects similar to those of the Authority's requirements (Max 1000 words.)

Applicants must note that your response should include the following:

- Organogram structure
- Details of personnel, their qualifications and competencies
- Systems of control
- Software systems used

Response:

5.4 COMMERCIAL MANAGEMENT – 10% SUB-WEIGHTING

Please provide details of how your organisation has monitored and managed the commercial aspects of projects similar to the Authority's requirements and under similar forms of contract. (Max. 1000 words)

Applicants must note that your response should include the following:

- Cost management.
- Dispute resolution.

Response:

5.5 PROGRAMME MANAGEMENT – 10% SUB-WEIGHTING

Please provide details of your organisations approach towards programme delivery and management on comparable successfully completed projects, ensuring that your response includes the processes involved in monitoring, control and implementation of any mitigation measures (Max. 1000 words)

Response:

5.5 SUPPLY CHAIN MANAGEMENT – 5% SUB-WEIGHTING

Please provide details of your organisations approach towards supply chain arrangements on similar, comparable successfully completed projects. (Max 1000 words.)

Applicants must note that your response should include the following:

- Sub-contractors and suppliers previously used & % used for overall supply.
- Documentation to demonstrate the control procedures associated to procuring and managing sub-contractors.
- Key Performance Indicators

Response:

5.6 STAKEHOLDER MANAGEMENT – 5% SUB-WEIGHTING

Giving specific examples, identify how your organisation has managed stakeholder relationships to deliver projects from inception to completion. (Max 500 words)

Applicants should also consider the following as part of their response:

- What 'added value' were you able to deliver?
- Key factors & attributes that differentiated your organisation from your peer group.
- How you managed communications with local residents, businesses and any other parties affected by or interested in the remediation works.

Response:

5.7 QUALITY ASSURANCE – 5% SUB-WEIGHTING

Please provide details of your organisation's Quality Management system utilised on similar, comparable projects to those outlined in this PQQ. (Max 500 words.)

Applicants must note that your response should include the following:

- Evidence of the system used for monitoring performance.
- Evidence of the system used for monitoring customer care.
- Evidence of the system used for dealing with non-conformities.

Applicants who are ISO 9000: 2000 accredited and provide evidence of their certification as an Appendix will be awarded top score for this question.

Response:

5.8 ENVIRONMENTAL SYSTEMS – 5% SUB-WEIGHTING

Please provide details of your organisations Environmental Management system utilised on similar, comparable projects to that required under this contract. (Max. 500 words.)

Applicants who hold ISO 14001 accreditation (or similar) and provide evidence of their certification as an Appendix will be awarded top score for this question.

Response:

5.9 FINANCIAL DEDUCTIONS – 5% SUB-WEIGHTING

Has your organisation suffered financial deductions in respect of any contract in the last three years?

These may include liquidated and ascertained damages, any kind of financial sanctions, or retention of payments that would otherwise have been paid.

Please insert 'X' in the relevant box to indicate your answer;

Yes: No :

If your answer to the above question is 'Yes' please provide full details and describe any remedial actions or changes you have made to prevent future occurrences in no more than 500 words.

Response:

5.10 TERMINATION OF CONTRACT – 5% SUB-WEIGHTING

Has your organisation had a contract terminated or your employment determined under the terms of the contract in the last 3 years?

Please insert 'X' in the relevant box to indicate your answer;

Yes: No :

If your answer to the above question is 'Yes' please provide full details and describe any remedial actions or changes you have made to prevent future occurrences in no more than 500 words.

Response:

DECLARATION

I declare that to the best of my knowledge the answers submitted in this form are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to tender for the Authority's requirement and I am signing on behalf of my organisation.

[Insert name of your organisation]

I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the Authority's requirement.

I also understand it is implicit that the person submitting the PQQ on behalf of the Applicant has the authority to confirm this requirement. If this is not the case then a person with the appropriate authority from the Applicants organisation must complete the PQQ template (Director, Company Secretary Etc.).

FORM COMPLETED BY

Name:	
Role in organisation:	
Date:	
Signature:	

APPENDIX 2 – FINANCIAL ASSESSMENT

The following describes the assessment of the financial accounts / business plan or budget provided as part of the PQQ that will take place, the PASS/FAIL for each criterion. All financial criterion must record a PASS.

No.	Assessment Used	Scoring Mechanism
a)	Suitable Trading Level (STL) As part of the assessment of financial standing & capacity, the Authority has calculated a STL of £20M for this contract.	STL > £20 million PASS STL < £20 million FAIL
b)	Net Assets - Liabilities	Positive PASS Negative FAIL
c)	Current Assets/Liabilities	Ratio > 0.8 PASS Ratio < 0.8 FAIL
d)	Total Interest Bearing Debt/Net Assets	Ratio < 4 PASS Ratio > 4 FAIL
e)	Profit - Loss before tax	Positive PASS Negative FAIL

