

[Project Title]

Reference: BMDC/[No.]

PRE-QUALIFICATION QUESTIONNAIRE

Restricted procedure, above EU threshold tender requirements

Delete all references in blue throughout this document before distributing the document to suppliers (including this one!)

ORGANISATION'S DETAILS

Company:

Address:

Contact Name:

Position:

Telephone:

Email:

SECTION 1 - INTRODUCTION, INSTRUCTIONS AND CONDITIONS FOR SUPPLIERS

This Pre-Qualification Questionnaire (“**PQQ**”) has been issued by the City of Bradford Metropolitan District Council (“**the Council**”) as part of a competitive procurement exercise in accordance with the restricted procedure for tendering under the Public Contracts Regulations 2006 (as amended).

The purpose of this PQQ is to assist the Council assess the suitability of potential suppliers in terms of their technical knowledge and experience, capability/capacity, and organisational and financial standing to determine a short list of suppliers to be invited to tender for the provision of the requirement.

The PQQ is the first stage in a four-stage competitive procurement process:

Stage 1 Pre-Qualification and Short-listing (through the PQQ) – where the Council shall consider information which is submitted in the PQQ to decide if you are eligible to be invited to Tender.

Unsuccessful applicants notified in writing and feedback offered if required.

Stage 2 Tender Submission – those suppliers which are short-listed following the PQQ process (the Tenderers) shall be sent the Invitation to Tender (“**ITT**”). Tenderers shall be required to submit Tenders in accordance with the details set out in the ITT.

Stage 3 Tender Evaluation

The ITT shall be evaluated by the Council’s evaluation panel, against the criteria set out in the ITT.

Interviews, presentations and/or site visits undertaken (if applicable).

Stage 4 Contract Award

Successful Tenderer notified in writing.

Unsuccessful Tenderers notified in writing and feedback offered if required.

10 day stand still period (if applicable).

Suppliers should note that the PQQ shall be assessed on receipt and the Council shall produce a short list. All suppliers shall be advised of their status and those shortlisted shall be advised of the requirements and timescales of further stages.

Short-listed suppliers eligible to enter Stage 2 of the procurement exercise will be required to complete a more specific tender document. At Stage 3, following evaluation of the tenders a final shortlist of organisations may then be required to attend an interview, deliver a presentation or support a site visit from the Council’s evaluation panel to support the tender submission.

IMPORTANT: The Council may, at its sole discretion decide not to proceed to Stage 2 if it deems it to be in the Council’s best interest.

TIMETABLE

These dates are indicative and shall be used as a guide only. The Council reserves the right to amend any dates without prior warning.

Action	Date(s)
<p>PQQ Stage (Stage 1)</p> <ul style="list-style-type: none"> • Adverts published and PQQ available for download. • Closing date and time for receipt of PQQ's • PQQ assessment period. • Successful/unsuccessful letters issued and feedback offered. 	
<p>Tender Submission (Stage 2)</p> <ul style="list-style-type: none"> • Invitation to Tender letters distributed and tender documents available for download. • Closing date and time for receipt of Tender's. 	
<p>Tender Evaluation (Stage 3)</p> <ul style="list-style-type: none"> • Tender evaluation period (including interview/ presentation/site visit, if applicable). 	
<p>Contract Award Period (Stage 4)</p> <ul style="list-style-type: none"> • Intent to award contract and unsuccessful letters sent out. • 10 day stand still period. <i>(remove if Part B Service as N/A)</i> • Feedback to unsuccessful Tenderers. • Official Contract award. 	
<p>Implementation Period <i>(remove if N/A)</i></p>	
<p>Start of Contract</p>	

The PQQ outlines how the information provided will be assessed. Please consider these statements throughout the PQQ very carefully when answering.

The PQQ is divided into two sections as follows:

SECTION 1	INTRODUCTION, INSTRUCTIONS AND CONDITIONS FOR SUPPLIERS
SECTION 2 (Parts A – E)	PRE-QUALIFICATION QUESTIONNAIRE
Part A Organisation Profile	This section is required for information purposes only.
Part B Grounds for Exclusion	Failure to confirm these mandatory grounds means the Council must treat you as ineligible for the Tender opportunity. Failure to confirm discretionary grounds means the Council may treat you as ineligible and the Council shall consider the public interest in applying this discretion. Please contact the Procuring Officer for guidance should you have any queries about this. The questions in this section will be assessed on a pass / fail basis.
Part C Financial Information	Assessed on a non-scored risk based approach in relation to economic and financial standing taking into account the statements of accounts and turnover and could result in ineligibility for the Tender opportunity. For Employers Liability a minimum insurance level of £5M must be held by suppliers to meet legal requirements. Failure to confirm that the minimum required insurances will be held at contract award will mean that the Council must also treat you as ineligible for the Tender opportunity. The questions in this section will be assessed on a pass / fail basis.
Part D Technical/ Professional Ability and Contract Specific Questions	Requests information relating to Council policy requirements and technical and professional ability. The Council must be sure requirements are met in relation to these areas to consider any potential supplier. Some may relate to future obligations under the contract should you be successful. The questions in this section will be assessed on a scoring basis.
Part E Declaration	A signed copy of the Declaration shall be submitted with the PQQ response.

The Council may seek independent advice to validate information declared or to assist in the PQQ assessment. The Council reserves the right to ask for references, conduct site visits and ask for demonstrations and/or presentations as part of the PQQ process. Those PQQ submissions meeting the eligibility criteria set out in Parts B and C shall then be evaluated for their submission under Part D.

All eligible suppliers shall be scored and ranked in numerical order by the end of the PQQ assessment. The Council will invite at least 5 suppliers to Stage 2 (Tender Submission), assuming that there are at least 5 suitably qualified suppliers, and must choose those scoring the highest. Where there are less than 5 suitably qualified suppliers the Council will invite all suitably qualified suppliers for Stage 2 submissions.

PQQ SCORING METHODOLOGY

All questions that are scored have been given a weighting. The table below explains these weightings:

Weighting	Weighting Definition
5	High importance to the contract
4	Medium - High importance to the contract
3	Medium importance to the contract
2	Low - Medium importance to the contract
1	Low importance to the contract

The assessment team will score the response to each question using a mark from 0-5 against the standards shown in the table below.

Score	Score Standards	
5	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
4	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
3	Acceptable Answer	Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
2	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
1	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	No answer Given	

The score (from 0-5) will be multiplied by the weighting (1-5) to calculate the final score per question.

CONTACT OFFICER DETAILS:

Name: []

Email: []@bradford.gov.uk

Tel No: 01274 43[]

DECLINE OR INABILITY TO RETURN

Any supplier that has expressed interest (and therefore has downloaded/received a PQQ) but has decided not to make a formal submission should inform the above named officer in writing or by e-mail

PQQ QUERIES

All queries regarding this PQQ, should be directed to the above named officer in writing or by e-mail.

COMPLETION OF THE PQQ

The Council is seeking concise and relevant information from suitably experienced and capable interested suppliers.

Suppliers should complete the PQQ Section 2, Parts A to E, in black ink or typeface providing all the necessary information and ensure that all supporting documents requested are submitted. Where a section is not applicable this should be clearly stated by inserting 'NONE' or 'NOT APPLICABLE' clearly in the appropriate place.

Expand boxes as required and wherever supporting documents are submitted they should be clearly marked on the top right hand corner with:

- the project reference number **BMDC/[No.]**
- the name of the supplier submitting the PQQ; and
- the number of the question to which it relates.

The PQQ should be completed in English or accompanied with an English translation and a certificate from an independent translator attesting the authenticity of the translation.

It is the supplier's responsibility to provide all the answers and information requested in a clear, concise and logical manner and at the appropriate points within the document. Cross-referencing and reliance on enclosures (other than where specifically requested) should be avoided.

In particular please **do not**:

- include any promotional literature or cross-reference to any web-based material;
- provide any information other than that requested as the Council will not consider it as part of the assessment process;
- make any alterations to the PQQ or the questions asked; and
- use loose-leaf ring binders. If you are submitting a hard copy response, submissions should be double-sided and plastic comb-bound. The cover should be the first, fully completed page of this PQQ (protected by a clear plastic sheet).

It is the responsibility of the supplier to ensure that their responses are unambiguous and complete and to seek clarification if necessary of the Council's requirements.

Please note that if any of the information supplied in the PQQ changes in the ensuing procurement stages, the supplier is required to notify the Council accordingly.

RETURN OF THE PQQ

To access the PQQ and to be able to submit your response, you must first register your organisation on the Supplier Contract Management System ("SCMS") (unless you have done this previously). Please ensure when doing this that you add "**Bradford Metropolitan District Council**" onto the list of councils you wish to offer goods and services to. This is done in the "**Company Profile**" section of the system, in the "**Councils**" tab.

Then you can find this contract on the Bulletin Board, using the following search criteria:

Contract ID: BMDC/"[Insert Ref]"

Current / Awarded: Current

Display Tenders: All

Council: Bradford Metropolitan District

Matching Categories: All

Once you have registered your interest in a tender the profile for the tender will be moved to and can be found on the '**My Tenders**' page on the SCMS page once you are logged in.

The SCMS system is a very secure site and is simple to use. However, if this is the first time you will be using the system for submitting documents please refer to the online user guide, available under the "Help" tab and spend some time familiarising yourself with the system and how it works.

There is a dedicated helpdesk to support users of the system, and this includes providing step by step instructions via the telephone as to how to use the system and more importantly submit your documents.

The contact details are:

Telephone: +44 (0) 113 247 4001

Email: scms@leeds.gov.uk.

All PQQ responses will be formally logged upon receipt and any PQQ response that is received at the designated point after the PQQ receipt deadline shall be rejected and therefore not considered for stage 2 of the tender process even if it is evident from the post mark on the envelope or from the delivery documentation that the PQQ could have been received by the due date and time.

It is the suppliers' responsibility to ensure that their PQQ submission is received by the Council before the return deadline below. **Late or partial submissions, for whatever reason, will not be accepted.**

The return deadline for the PQQ and any other documents which are to be submitted to the Council is:

"[Insert Date & TIME]"

The tender should be submitted using one of the following methods:

PREFERRED METHOD:

Electronically – using SCMS. The web address to access the system is <http://scms.alito.co.uk>.

All documents that will form your submission must be uploaded via the '**submit documentation**' facility on the tender profile from which you downloaded this PQQ document. Documents that are uploaded to any other tender profile(s) or sections of the SCMS website (i.e. your company profile) will not be considered.

You are able to submit documents from the day they are issued, therefore it may be worthwhile submitting those that you do not need to do any further work on (i.e. accounts or insurance schedules) as soon as possible so you can practice the process straight away. On the closing date itself if you still have documents to submit it is recommended that you start submitting them at least three hours before the closing time in case of any problems. This is to allow sufficient time for us to address any problems/queries you may have prior to the deadline. The SCMS system will close down the tender upload facility at the stated deadline time preventing any uploads after this time.

All submitted documents should be named: 'company name' – 'title of document' (e.g. Joe Bloggs Suppliers Ltd – Financial Accounts 2006 - 2007). Please ensure that all documents are saved in a format that is compatible with MS Office 2003 (this is essential where Vista OS or MS Office 2007 is used) or submitted in PDF format. Extremely large files or submissions may be Zipped for ease of uploading.

A limit of 10Mb per submission applies when lodging a PQQ via SCMS. Suppliers will be unable to lodge an electronic submission where the combined file size exceeds 10Mb. Please note, however, that suppliers may repeat the lodgement process as many times as is necessary to submit all the appropriate documents so long as the combined file size per lodgement does not exceed the stated 10Mb limit.

When returning submissions electronically, suppliers should take into consideration the method of internet connection used (e.g. dial-up modem, broadband etc). Under normal circumstances, broadband connection will provide a much quicker connection.

Electronic PQQ submissions are only acceptable via the SCMS website – **Email submissions are not acceptable under any circumstances** and will be deleted on receipt without being opened.

ALTERNATIVE METHOD

Whilst the Council's preferred method is electronic submission suppliers can make a submission by post using suitable packaging, which shall be securely sealed with the official PQQ return label (found on the last page of this document) affixed to the package / envelope. . **Failure to attach this label will invalidate the submission.** Suppliers must ensure that submissions are delivered the location indicated on the label prior to the tender closing time.

PQQ's must be submitted in accordance with these instructions. **PQQ's submitted which are not in accordance with these instructions will not be assessed.**

SIGNING OF TENDER DOCUMENTS

Hard copy submissions must be signed where indicated, only by persons authorised to do so on the suppliers behalf. Signatures are not required when submitting an electronic copy; however, you must print the authorised signatories name in the signature area..

RIGHT TO TERMINATE/DISQUALIFY/REJECT

Suppliers should note that the information given at the PQQ stage may be subject to verification later in the selection process. If any error, omission, false statement or misrepresentation is discovered, the Council reserves the right to disqualify the supplier from selection, without regard to what stage the process has reached when the error, omission, false statement or misrepresentation is discovered.

The Council reserves the right to reject any supplier that fails to comply fully with the requirements of the selection process set out in this document or which is guilty of any serious misrepresentation in supplying any information requested.

The supplier may be required to clarify responses to the PQQ or to supply additional information if considered appropriate. The Council reserves the right to require suppliers to clarify their submissions in writing. Any such request shall be made in writing. Failure to respond adequately may result in that supplier not progressing to Stage 2 of the tender process.

Suppliers should note that the Council reserves the right to terminate any ensuing contract with them at any time if it is discovered that they have made any false statement or material misrepresentation in their PQQ submission or any subsequent documents.

All responses and submissions provided may form part of any subsequent contract should the application be successful.

The Council reserves the right to amend the terms and conditions of the procurement process and/or postpone, suspend or abort this procurement exercise at any time.

The Council reserves the right to change with immediate effect and without prior notice the basis of, or the procedures for, the procurement process; to at any time and not to proceed (cancel the notice) with the procurement exercise at all. Under no circumstances shall the Council or any of its staff, agents, members or advisors incur any liability whatsoever in respect of such matters.

INCURRED EXPENSES

Suppliers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of this PQQ and all future stages of the selection and evaluation process. Under no circumstances shall the Council, or any of its advisers, be liable for any costs or expenses incurred by the supplier or any of its advisers in this process.

ETHICS

Suppliers should be aware that the Council's officers are not permitted to:

Have contact with suppliers outside of formal meetings or business arrangements, including any social contact.

Accept hospitality from suppliers.

Provide support to suppliers in the preparation of documents.

FREEDOM OF INFORMATION

The Council is committed to freedom of information and to meeting their legal responsibilities under the Freedom of Information Act 2000 ("**the Act**"). Accordingly, all information submitted to the Council may need to be disclosed by the Council in response to any request under the Act. The Council may also decide to include certain information in the publication scheme, which the Council maintains under the Act.

Should a potential supplier consider any of the information included as part of their PQQ submission is commercially sensitive, it should be identified and an explanation given (in broad terms) of what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

Potential suppliers shall be aware that, even where they have indicated that information is commercially sensitive, the Council may be required to disclose it under the Act.

Potential suppliers should also note that the receipt of any material marked 'confidential' or equivalent should not be taken to mean that the Council accepts any duty of confidence by virtue of that marking.

THE TRANSFER OF UNDERTAKINGS REGULATIONS 2006 (TUPE)

The terms of TUPE may apply in the event of this contract being awarded to persons other than those currently providing all or part of the Services. CBMDC makes no representations about the applications of TUPE.

Tenderers are advised to seek independent professional advice on the consequences for them if they are the successful tenderer and the TUPE regulations apply

Short-listed companies will be notified in detail if TUPE applies.

BACKGROUND INFORMATION

Insert detailed background information on the contract requirements, for example from where the requirement developed; its strategic importance and how it links to the Council's corporate priorities, other policy initiatives and/or wider programmes, key stakeholders and any other partner organisations involved. This is a key section to the PQQ. This information should build on the information previously included in the OJEU Contract Notice and advertisement.

Information included in this section should be sufficient to ensure suppliers understand the requirement at the earliest stage in the process and discourage suppliers who have neither the capability nor capacity from applying.

NATURE OF CONTRACT

Insert broad details of the requirement. This information should be taken from project documentation such as the source plan and build on the information within the OJEU Contract Notice and advertisement. You should go into enough detail to ensure that only suppliers capable of providing the type of goods or services you require respond. It is crucial that details relating to the requirement are consistent with the information published in the OJEU Contract Notice and advertisement.

CONTRACT VALUE

The estimated value of the contract, excluding VAT, is £[] over the initial contract period. This is an indicative amount for information only and no guarantee of future contract value should be assumed.

The contract will run from [] for an initial [] years with an option, at the sole discretion of the Council, to extend for a further [] years subject to satisfactory contract performance and the Council still having the need and funding for the contract.

SECTION 2 - PRE-QUALIFICATION QUESTIONNAIRE

PART A – GENERAL INFORMATION

This section is required for information purposes only.

Where the supplier is a division of a company or a member of a group of companies, please ensure ALL figures and information given relate **solely** to the division or member for which this application is made and NOT to the whole of the company or group unless otherwise instructed.

1. Full name, address and website.

Organisation Name	
Address	
Town/City	
Postcode	
Country	
Website	

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

Name	
Position	
Telephone Number	
Fax Number	
E-mail	

3. Current legal status of the organisation

(Please tick one box)			
Sole Trader	<input type="checkbox"/>	Public Sector Organisation	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Charitable Organisation	<input type="checkbox"/>
Public Limited Company	<input type="checkbox"/>	Voluntary/3rd Sector	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>

4. Company Registration Details

Company Registration Number	
Charities, Housing Association or any other registration number (<i>if applicable</i>). Please specify registering body:	
Date of Registration:	
Registered address including full post code if different from 1 above:	

5. Please provide a copy of your Certificate of Incorporation (if applicable).

Certificate of Incorporation enclosed	YES / NO
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6. Primary business

Please give a brief description of your primary business and main products and services (maximum ½ page A4)

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

Consortium	YES / NO
<i>If YES please complete the table below</i>	
Organisation(s)	Percentage shareholding

8. If required by the Council, will your parent / holding company provide a guarantee in respect of your company?

Parent Company Guarantee	YES / NO
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Parent or Holding Company Details (if applicable)	Company Registration Number:

9. Please provide a statement of any of the services which you intend to sub-contract to another person/organisation identifying the sub-contractor and the relevant services to be sub-contracted expressed both by value and proportion of contract sum, or proposed proportion (%).

Please confirm that you accept responsibility for ensuring that any sub-contractor you have identified or intend to identify complies with the standards set out in this PQQ. Please note that the Council reserves the right at any time in the procurement process to seek evidence of this.

YES / NO <i>(delete as appropriate)</i>
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Does your organisation manage sub-contractors to ensure that quality is satisfactory?

YES / NO (*delete as appropriate*)

If the answer to the above question is **YES**, please provide details.

10. E-business.

Are you able to accept orders and invoices by email?

YES / NO (*delete as appropriate*)

Please note that the Council will ultimately be requiring all suppliers to be able to receive orders and payments electronically.

PART B – GROUNDS FOR EXCLUSION

This section will be evaluated on a pass/fail basis.

MANDATORY GROUNDS

11. Please confirm that, to the best of your knowledge, the supplier named above is not in breach of the provisions of Regulation 23(1) of the Public Contracts Regulations 2006 as summarised below.

Please confirm (i.e. by indicating **YES** below) that the supplier (or its directors or any other person who have powers of representation, decision or control of such supplier) has **not** been convicted of any of the following offences:-

Conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA; or	YES / NO (Delete as appropriate)
Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; or	YES / NO (Delete as appropriate)
The offence of bribery; or	YES / NO (Delete as appropriate)
<p>Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:-</p> <ul style="list-style-type: none"> • the offence of cheating the Revenue; or • the offence of conspiracy to defraud; or • fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978; or • fraudulent trading within the meaning of section 458 of the Companies Act 1985; or • defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994; or • an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or • destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968; or 	YES / NO (Delete as appropriate)
Money laundering within the meaning of the Money Laundering Regulations 2003; or	YES / NO (Delete as appropriate)
Any other offence within the meaning of Article 45(1) of the Public Sector Directive.	YES / NO (Delete as appropriate)

DISCRETIONARY GROUNDS

12. Under Regulation 23(4) the Council may treat a submission ineligible or decide in the wider public interest not to select a supplier to progress to the next stage.

The supplier (or its directors or any other person who have powers of representation, decision or control of such supplier) confirm that the following statements below are correct (i.e. by indicating **YES** below):-

That you have not been declared bankrupt or had a receiving order or administration order or bankruptcy restrictions order made; or have not made any composition or arrangement with or for the benefit of creditors or have not made any conveyance or assignment for the benefit of creditors or do not appear able to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, have not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other state?	YES / NO <i>Delete as appropriate</i>
That being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 you have not, passed a resolution or is not the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has not had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is not the subject of the above procedures or is not the subject of similar procedures under the law of any other state?	YES / NO <i>(Delete as appropriate)</i>
That you or your organisation has not been convicted of a criminal offence relating to the conduct of your business or profession?	YES / NO <i>(Delete as appropriate)</i>
That you or your organisation has not committed an act of grave misconduct in the course of your business or profession?	YES / NO <i>(Delete as appropriate)</i>
That you have fulfilled your obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the organisation is established?	YES / NO <i>(Delete as appropriate)</i>
That you have fulfilled your obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established?	YES / NO <i>(Delete as appropriate)</i>
That you have not been found guilty of serious misrepresentation in providing any information required under this Regulation 23?	YES / NO <i>(Delete as appropriate)</i>
In relation to procedures for the award of a public services contract, that you are licensed in the relevant State in which you are established or a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is	YES / NO <i>(Delete as appropriate)</i>

not so licensed or who is not such a member?	
That you are, where applicable, registered with appropriate trade or professional register(s) in the EU Member State where it is established (as set out in Schedule 6 of Public Contracts Regulations 2006) under the conditions laid down by that Member State?	YES / NO <i>(Delete as appropriate)</i>
That there are no known potential conflicts of interest that may arise if your organisation were awarded this contract?	YES / NO <i>(Delete as appropriate)</i>

If the answer to any of the above discretionary grounds is **NO** please give details including any corrective action you have taken to resolve the situation.

HEALTH & SAFETY

13. Does your organisation have a written Health and Safety Policy (covering General Policy, Organisation and Arrangements) as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and issue any codes of safe working practices to your workforce? (Only applies if a total of 5 or more staff are employed).

YES / NO *(delete as appropriate)*

If the answer is **YES** please enclose a copy of the policy.

Health and Safety policy enclosed

YES / NO *(delete as appropriate)*

14. Does your organisation comply with the Management of Health and Safety at Work Regulations 1999?

YES / NO *(delete as appropriate)*

15. During the last five years, has the organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work etc Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract?

YES / NO (delete as appropriate)

If the answer is **YES**, please provide full details and explain corrective action taken to prevent re-occurrence.

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EQUAL OPPORTUNITIES

16. Does your organisation have an Equal Opportunities Policy (encompassing race, disability gender and sexual equality). (Only applies if a total of 5 or more staff are employed).

If the answer is **YES** please enclose a copy of the policy.

Equal opportunities policy enclosed

YES / NO (delete as appropriate)

17. Please read the *Equality in Contracts* leaflet enclosed with this questionnaire. The following questions will require you to refer to this leaflet in order to respond fully.

In order for the Council to fulfil its duties under the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, please provide clear and specific information/evidence as requested.

18. Please refer to Page 4 of the *Equality in Contracts* leaflet.

18.1.	Is it your policy as an employer to comply with statutory obligations under the Race Relations Act 1976 and accordingly, your practice not to treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin in relation to any decision to recruit, train or promote employees?	YES / NO (Delete as appropriate)
18.2.	In the last three years, has any findings of unlawful racial discrimination been made against your organisation by any court or employment tribunal?	YES / NO (Delete as appropriate)
18.3.	In the last three years, has your organisation been the subject of formal investigation by the Commission for Racial Equality, or its successor body, the Equality and Human Rights Commission on grounds of alleged unlawful discrimination?	YES / NO (Delete as appropriate)
18.4.	As an employer, do you believe that you comply with the Sex Discrimination Act 1975, the Equal Pay Act 1970 and the Employment Equality (Sexual Orientation) Regulations 2003?	YES / NO (Delete as appropriate)
18.5.	In the last three years, has any court or employment tribunal found that your organisation has discriminated against someone because of their sex, sexuality, transsexual status,	YES / NO (Delete as appropriate)

	or the level of pay you gave them?	
18.6.	As an employer, do you believe that you comply with the Disability Discrimination Act 1995?	YES / NO <i>(Delete as appropriate)</i>
18.7.	In the last three years, has any court or employment tribunal found that your organisation has discriminated against someone because of their disability?	YES / NO <i>(Delete as appropriate)</i>
18.8.	As an employer, do you believe that you comply with the Employment Equality (Religion or Belief) Regulations 2003, and the Employment Equality (Age) Regulations 2006?	YES / NO <i>(Delete as appropriate)</i>
18.9.	In the last 3 years, has any court or employment tribunal found that your organisation has discriminated against someone because of their religion or belief or age?	YES / NO <i>(Delete as appropriate)</i>
18.10.	If the answer to question 18.2, 18.5, 18.7 or 18.9 is 'yes' or, in relation to question 18.3, the Commission made a finding against your organisation, what steps did you take as a result?	
18.11.	Is your policy on equal opportunities set out:	
	a In instruction to those concerned with recruitment, training and promotion?	YES / NO <i>(Delete as appropriate)</i>
	b In documents available to employees, recognised trade unions or other representative groups of employees?	YES / NO <i>(Delete as appropriate)</i>
	c In recruitment advertisements or other literature?	YES / NO <i>(Delete as appropriate)</i>
12.	Do you observe, as far as possible, the Commission for Racial Equality's Statutory Code of Practice on Racial Equality in Employment 2005? This gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment including the steps that can be taken to encourage members of ethnic minorities to apply for jobs or take up training opportunities.	YES / NO <i>(Delete as appropriate)</i>

19. Performance Standard for Equal Opportunity

Please refer to Page 6 of the *Equality in Contracts* leaflet.

Organisations with less than 5 persons will be required to provide a written Assurance Letter that Level 1 of the standard will be achieved prior to any recruitment which will increase the size of the organisation to 5 or more.

Please indicate what Standard Level your organisation has achieved:

150 or more employees	Level 3	YES / NO (<i>delete as appropriate</i>)	Supporting Evidence Enclosed	YES / NO (<i>delete as appropriate</i>)
50 or more employees	Level 2	YES / NO (<i>delete as appropriate</i>)	Supporting Evidence Enclosed	YES / NO (<i>delete as appropriate</i>)
5 or more employees	Level 1	YES / NO (<i>delete as appropriate</i>)	Supporting Evidence Enclosed	YES / NO (<i>delete as appropriate</i>)
Less than 5 persons	Assurance Letter	YES / NO (<i>delete as appropriate</i>)	Assurance Letter Enclosed	YES / NO (<i>delete as appropriate</i>)

ENVIRONMENT

20. Does your organisation have an environmental policy?

YES / NO (<i>delete as appropriate</i>)	
If the answer to this question is YES , please tick the box to confirm the above document is enclosed:	<input type="checkbox"/>

21. Does your organisation have an externally validated environmental management system?

YES/NO (<i>delete as appropriate</i>)	
If the answer to this question is YES , please tick the box to confirm a copy of the certificate confirming the certificate number and date of last validation is enclosed:	<input type="checkbox"/>

22. During the last three years have any prosecutions been taken, cautions given, notices served or other action taken against your organisation or against any of your directors/management for contraventions of environmental legislation (including town and country planning legislation)?

YES / NO (<i>delete as appropriate</i>)
--

If the answer to the above question is **YES**, please provide details (including, in the case of prosecutions, details of charges, dates and venues of hearings, verdicts of the court and penalties, if found guilty) and any steps you have taken as a result of this to prevent re-occurrence:

--

PART C - FINANCIAL DETAILS

This section will be assessed on a pass/fail basis.

Accounts Information Required

Please note that these accounts must be for the actual organisation applying for the contract and not for the group or holding company of which your organisation may be part (unless otherwise requested).

23. Please enclose your last three years' fully audited accounts and annual reports.

Enclosed	YES / NO (<i>delete as appropriate</i>)
-----------------	--

Please note you may be required to provide the latest three years' fully audited accounts and annual reports of any ultimate parent undertaking who will be guaranteeing the performance of the contract.

24. If your organisation is relatively recently formed and you do not have three years' fully audited accounts, please enclose interim or part-year accounts in addition to any available fully audited accounts.

Enclosed	YES / NO (<i>delete as appropriate</i>)
-----------------	--

Please note you may be required to provide the latest interim or part-year accounts in addition to any available fully audited accounts of any ultimate parent undertaking who will be guaranteeing the performance of the contract.

25. In addition to the information provided above, please also enclose a statement of your cash flow forecast for the current financial year.

Enclosed	YES / NO (<i>delete as appropriate</i>)
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Please note you may be required to provide the cash flow forecast for the current financial year for any ultimate parent undertaking who will be guaranteeing the performance of the contract

26. VAT Registration Number (must be entered if registered)

VAT Registration Number:	
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INSURANCES

27. Please provide details of insurance certification as indicated below, supplying in each case an up to date copy of the policy summary held. The evidence shall include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.

Copy of appropriate policy summary documents/broker's letters (detailing amount of cover, etc) must be enclosed for each insurance type stated below.

Employers Liability (Minimum value required £5M)

Copy of appropriate policy summary document/broker's letter enclosed	YES / NO
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Public Liability (Minimum value £5M required at contract award)

Copy of appropriate policy summary document/broker's letter enclosed	YES / NO
---	-----------------

Professional Indemnity (Minimum value required £2M at contract award) *required if the contract is for consultants.*

Copy of appropriate policy summary document/broker's letter enclosed	YES / NO
---	-----------------

Where the required level of insurance is not currently held, please confirm that you will have the required level at contract award.

YES / NO <i>(delete as appropriate)</i>
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SECTION D

TECHNICAL/PROFESSIONAL ABILITY AND CONTRACT SPECIFIC QUESTIONS

This section will be scored.

The questions in this section should be numbered sequentially following on from the section above.

Questions in this section can be added or removed depending on the nature of the contract however officers should also consider the wider objectives of the Council in addition to their specific requirements when deciding which questions to use.

Each question must be scored and weighted.

Add questions using the format below. This format should be copied for each individual question as many times as required.

[SECTION TITLE]

A weighting of [] applies to this question. The maximum marks achievable for this question are []

[Insert Question]

Please answer each the following questions as fully as possible **in no more than [] words per individual question** (unless instructed otherwise) in the boxes provided – please enlarge the boxes as necessary but do not attach any additional sheets – all answers to the section must be provided in this document. Please do not merge any of your answers to the questions together – answer them all separately even if it means repeating yourself.

All questions in this section will be scored in accordance with the weighting set out against each question.

EXPERIENCE

Please provide details of services similar in size and nature to those required under this Contract over the past three years including details of when the services were provided, to whom and the total contract value.

A weighting of [] applies to this question. The maximum marks achievable for this question are []

Please provide details of three references from the above contracts whom the Council may contact for further information. *NB Information obtained from referees will not be scored and will solely be used to support the information given above.*

	Reference 1	Reference 2	Reference 3
Name			
Title			
Address			
Tel. No.			
Fax No.			
Email Address			

EMPLOYMENT OF PERSONNEL

How does your organisation assess the suitability and competence of potential workers?

A weighting of [] applies to this question. The maximum marks achievable for this question are []

--

How many persons does your organisation normally employ (include all types and grades in both totals)?

A weighting of [] applies to this question. The maximum marks achievable for this question are []

Directly employed by the organisation?	
Frequently employed labour only sub-contractors, agency staff, consultants or similar?	

State the approximate number of employees in your organisation engaged in the specific type of work for which you are applying.

A weighting of [] applies to this question. The maximum marks achievable for this question are []

Categories	No. of Employees who are engaged in this type of work	No. of Employees who will be employed on this contract and details of their specific qualifications
Management		
Professional/Technical		
Admin/Clerical		
Others (<i>Please specify</i>)		
Additional employees required to undertake this contract	N/A	

QUALITY MANAGEMENT

Please provide details of your measures for ensuring quality, your approach to contract and project management, service delivery and complaints. Please also provide details of the experience of the person who is responsible for quality standards.

A weighting of [] applies to this question. The maximum marks achievable for this question are []

Does your organisation (not individuals within it) have current membership of any trade associations, safety organisations, quality attestation registrations or accreditation by any other accrediting bodies or similar? If so, please provide details.

A weighting of [] applies to this question. The maximum marks achievable for this question are []

ENVIRONMENT

The Council is committed to protecting the environment and ensuring a better quality of life for everyone now and for future generations. Suppliers are required to complete the environmental questions below.

Has your organisation ever failed to fulfil the environmental requirements of a previous contract?

A weighting of [] applies to this question. The maximum marks achievable for this question are []

YES / NO (delete as appropriate)

If the answer to the above question is **YES**, what steps has your organisation taken to ensure this does not happen when performing contracts in the future?

Environmental Regulation – The Environment Agency have established the ‘NetRegs’ website specifically to help small to medium sized businesses identify their legal obligation under environmental law. Please see <http://www.environment-agency.gov.uk/netregs> for more information.

Supporting more environmentally friendly and ethical products – Does your organisation support Environmental Research or Environmental Initiatives?

A weighting of [] applies to this question. The maximum marks achievable for this question are []

YES / NO (delete as appropriate)

If the answer to the above question is **YES**, please provide details.

Do any of the products you manufacture/supply have accreditation for environmental or sustainable performance, e.g. EU Eco label or fair trade mark?

A weighting of [] applies to this question. The maximum marks achievable for this question are []

YES / NO (delete as appropriate)

If the answer to the above question is **YES**, please provide details.

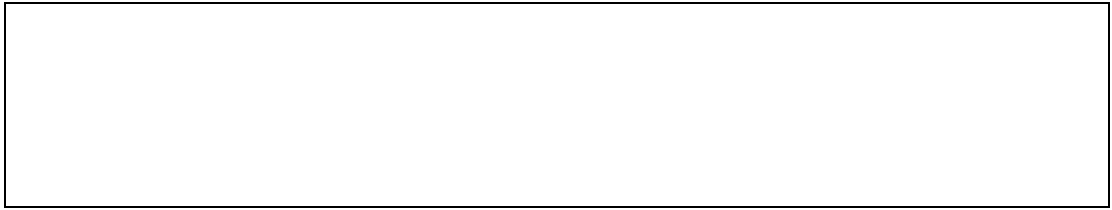
CONTRACT SPECIFIC QUESTIONS

SECTION TITLE]

Add questions using the format below. This format should be copied for each individual question as many times as required.

A weighting of [] applies to this question. The maximum marks achievable for this question are []

[Insert Question]



PART E DECLARATION

PLEASE READ AND SIGN THE SECTION BELOW

When you have completed the PQQ, please ensure that:

1. You have answered all the questions;
2. You have provided all documents requested;
3. You have read and signed the Declaration below.

I certify that the information supplied regarding the Organisation is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the PQQ. I understand and accept that false information could result in rejection of the application to be selected to take part in the tender process.

I also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I also understand that any such action will result in rejection of the application to take part in the tender process and empower the Council to cancel any contract currently in force.

I understand and agree to the conditions set out in **Section 1 - Introduction, Instruction and Conditions**

NOTE: This undertaking is to be signed by a Partner, Director or authorised representative, i.e. in their name on behalf of the Organisation.

Signed for and on behalf of the Organisation:	
Name (in capitals):	
Position/Status in the Organisation:	
Organisation's name:	
Organisation's address:	
Date:	

PQQ RETURN LABEL

[Project Title]

**Reference: BMDC/[Project Ref]
CLOSING DATE: [DATE]**

"[TYPE YOUR ADDRESS IN HERE]"

PQQ Submission