



From Victorian Gap Year to Community Hub; heritage and community at Oxford House

Oxford House
in Bethnal Green

Construction Contract
Selection Questionnaire

Revision 2
24 August 2017

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1. Introduction

- 1.1. The Trustees of Oxford House in Bethnal Green are seeking to appoint a contractor to undertake alteration and refurbishment works to the Grade II Listed Oxford House, as part of the wider 'From Victorian Gap Year to Community Hub; heritage and community at Oxford House' project. The project is funded by The Heritage Lottery Fund and other generous donors.
- 1.2. Oxford House's mission is "to be the place in east London where people come together to work, learn, explore, create and celebrate arts, community and heritage". The mission focuses on three areas of work:
 - 1.2.1. Acting as a 'Community hub'; working with 30 resident organisations in the cultural heritage, performing arts, health/housing, campaigning and advocacy sectors; and a weekly programme of activities;
 - 1.2.2. Creating volunteering opportunities; in all aspects of running a community, arts and heritage space; and
 - 1.2.3. Providing creative and cultural arts space; which includes a programme of youth performing arts, gallery and exhibition programme and spaces for hire such as studio theatre, dance studio and art gallery.
- 1.3. Oxford House currently lets basement, ground, first, second and third floor office space to local businesses and organisations. A theatre, dance studio and gallery space are hired for regular programmes of activities and one off events.

2. The Site and Proposed Works

- 2.1. It is proposed that the works will provide: a new entrance, welcome area and café accessed directly from Weavers Fields Park. The roof will be repaired/ replaced and public access provided. The historic third floor historic chapel will be conserved and a dedicated interpretation room created. A significant proportion of the building services will be replaced.
- 2.2. The currently proposed scope of works can be summarised as follows:
 - Replacement of the existing asphalt flat roof, repair of the existing tiled hipped roof;
 - Alterations to roof lights and conservation of the historic cupola;
 - Repairs to the external envelope including windows and doors;
 - New structural openings through the historic elevation facing Weavers Field, installation of new doors, an accessible ramp and steps;
 - Conservation of the existing historic chapel;
 - Demolition, reconfiguration and replacement of internal walls;

- Installation of a new staircase;
- Refurbishment of internal spaces;
- Refurbishment of commercial kitchen facilities;
- Replacement of existing mechanical, electrical and public health services;
- Installation of a passenger lift;
- Decoration.

2.3. Further detail are included within the planning drawings, available from the London Borough of Tower Hamlets <https://development.towerhamlets.gov.uk/online-applications/>

2.4. It is anticipated that the first and second floor offices, theatre, dance studio and gallery space will continue to operate throughout the works.

3. Contract

3.1. It is anticipated that the works will be procured through a single stage tender.

3.2. A JCT Standard Building Works with Quantities 2016 contract (with amendments) is proposed.

3.3. The anticipated contract value is approximately £1.65m.

3.4. A Parent Company Guarantee (where applicable) and Guarantee bond in the sum of 10% of the Contract Value will be required from the contractor.

4. Professional Team

4.1. The Client for the work is Oxford House in Bethnal Green, Derbyshire St, Bethnal Green, London E2 6HG.

4.2. The Client has appointed a Consultant team to take the project through from Tender to Completion. The team comprises the following professional disciplines:

- | | |
|---|--------------------------------------|
| • Project Manager | Fanshawe LLP |
| • Architect / Contract Administrator | Dannatt Johnson Architects |
| • Quantity Surveyor | Press & Starkey |
| • CDM Principal Designer | PFB Construction Management Services |
| • Structural Engineer | Michael Barclay Partnership LLP |
| • Mechanical and Electrical Services Engineer | Gibbs Dench Associates Limited |

5. Programme

5.1. It is currently envisaged that the programme for procurement will be as follows (please note that the dates provided are current best estimates):

- SQ return deadline 15 September 2017
- Invitation to Tender issued 13 November 2017
- Invitation to Tender return deadline 22 December 2017
- Award of contract 12 February 2018
- Commencement of Scaffolding Installation 12 March 2018
- Commencement of Main Works 8 May 2018

6. References

6.1. Please note that references may be requested as part of the selection/ tender evaluation in respect of the case studies provided as part of the response to the initial selection questionnaire.

7. Selection Process

- 7.1. There will be a two stage selection process. The opportunity will be advertised on Oxford House's Website and the government procurement website 'Contracts Finder', inviting expressions of interest from suitably experienced companies as described in this document.
- 7.2. Shortlisting will be undertaken by Oxford House in Bethnal Green in accordance with the evaluation criteria outlined in this document in section 9.
- 7.3. The top five applicants will be shortlisted on the basis of the demonstrated technical capacity, capability and business probity, and response to this questionnaire and will subsequently receive an Invitation to Tender (ITT).

8. Selection Questionnaire

- 8.1. The Selection Questionnaire to be completed by applicants is appended to this document as Appendix A. Applicants who wish to be considered for the next stage of this procurement process must complete the Selection Questionnaire and return as directed.
- 8.2. Applicants are required to submit an expression of interest to demonstrate capacity, capability and relevant experience as outlined.

- 8.3. The completed Questionnaire must be submitted, together with supporting documents in pdf (electronic) form, no later than 12 noon on **Friday, 15 September 2017** to the following address:

SELECTION QUESTIONNAIRE: Oxford House in Bethnal Green
Fanshawe LLP
The Foundry
9-15 Dereham Place
London EC2A 3HJ

- 8.4. No returns will be considered if received after this date.
- 8.5. Envelopes should only include the above details and should not include any identifying company details (including name, logo or return address). Envelopes with identifying details may be disqualified.

9. Instruction for completion and scoring matrix for the Selection Questionnaire

- 9.1. Applicants should answer all questions as accurately and concisely as possible. The Client may validate the information contained in your response at any time throughout the procurement. Where any such statements are found to be inaccurate or incorrect, the Client reserves the right to remove such applicants from the competition.
- 9.2. Responses to Selection Questionnaire should be no more than 20 pages overall. Responses to questions in Section 6 should be provided as separate documents on sheets of A4 paper.
- 9.3. No alterations to any of the documents should be made.
- 9.4. All typed responses should be in English.
- 9.5. Applicants should note that only information provided in accordance with these instructions will be taken into consideration for the purposes of evaluating this submission.
- 9.6. Applicants will be marked on the content, depth, and relevance of their responses. Clear presentation will make the evaluation easier, but no extra marks will be gained by use of colour or scanning the Oxford House logo, etc. Please do not send additional brochures or company information as these will not be assessed. The Client reserves the right, at their discretion, to request further relevant information in writing from any participant by way of clarification.
- 9.7. In submitting your response it is your responsibility to ensure that the completed questionnaire is submitted on time and in the manner required.
- 9.8. The Client has endeavoured to provide all the information it considers relevant for this stage of the process within this Selection Questionnaire. If however an applicant wishes to request further information they may do so, addressing their enquiry in the first instance to Lynda O'Sullivan at Fanshawe LLP, by email (lynda.o'sullivan@fanshawe.co.uk) by 12 noon on Friday, 8 September 2017.

9.9. Responses from suppliers to the Selection Questionnaire will be evaluated as defined below:

Part 1: Potential supplier Information		
Section 1	Potential supplier information	For Information
	Bidding model	For Information
	Contact details and declaration	For Information
Part 2: Exclusion Grounds		
Section 2	Grounds for mandatory exclusion	Pass / Fail
Section 3	Grounds for discretionary exclusion	Pass / Fail
Part 3: Selection Questions		
Section 4	Economic and Financial Standing	Financial Risk Assessment
Section 5	Wider Group	Pass / Fail
Section 6	Business Activities	25%
	Relevant experience and three no. contract examples	25% for each example
Section 7	<i>Additional Questions : Insurance</i>	Pass / Fail
	<i>Additional Questions : Health and Safety</i>	Pass / Fail

- 9.10. Responses from suppliers to the Technical Capacity and Capability questions in Part 3 will be assessed using a scoring system as defined below:

Score	Criteria	%
0	Unacceptable – no evidence provided	0%
1	Unsatisfactory – significant weaknesses and failure to address requirement or a misalignment between proposed approach and resources	20%
2	Less than satisfactory – meets most requirements but with a significant shortcoming, e.g. in terms of approach or resources	40%
3	Satisfactory - Satisfies the project quality requirements – note that this is not similar to ‘adequate’ or ‘mediocre’ but that the requirements have been met and the resources align with the approach and undertakings	60%
4	Better than Satisfactory - more than meets the quality requirement through significant additional input in terms of resources approach or standards to be achieved	80%
5	Excellent – considerably exceeds the minimum requirements in terms of approach, resources and/or outcomes to be delivered	100%

- 9.11. The weighted score for each question will be calculated using the following formula:

Weighted score = % score x weighting

The % score is stated in the right-hand column of the table above. For example, a maximum score of 5 equates to a % score of 100%; similarly a score of 3 equates to a % score of $(3 \div 5) \times 100\% = 60\%$.

Example

If the response to a question with a weighting of 10% is deemed ‘Satisfactory’ the weighted score would be calculated as follows:

Satisfactory = score of 3 = % score of 60%

Weighting = 10%

Weighted score = % score x weighting = $60\% \times 10\% = 6\%$

10. Notes for completion of the Selection Questionnaire

- 10.1. The “Client” means the Oxford House in Bethnal Green, or anyone acting on behalf of the Client, that is seeking to invite suitable candidates to participate in this procurement process.
- 10.2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
- 10.3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
- 10.4. The Client recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Client immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Client will make a revised assessment of the submission based on the updated information.
- 10.5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration. Sub-contractors may be required to complete Part 1 and Part 2¹ as part of the Tender stage.
- 10.6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.
- 10.7. The Client confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the Client is under a legal or regulatory obligation to make such a disclosure.

¹ See PCR 2015 regulations 71 (8)-(9)

- 10.8. Any invitation to tender based on the response to the Selection Questionnaire does not imply any guarantee by the Client as to financial suitability, technical competence or ability in any way to carry out the services detailed. The right to return to these matters as part of the tender evaluation process is reserved.

Appendix A

Selection Questionnaire

**From Victorian Gap Year to Community Hub; heritage and community at Oxford House
Selection Questionnaire**

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	

1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ²</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ <p>(Please enter N/A if not applicable)</p>	

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

² UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

1.1(o)	Details of immediate parent company: <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company: <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1	Bidding model	
Question number	Question	Response
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.
1.2(a) - (ii)	Name of group of economic operators (if applicable)	

1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2(b) - (ii)	<p>If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.</p> <ul style="list-style-type: none"> - Name - Registered address - Trading status - Company registration number - Head Office DUNS number (if applicable) - Registered VAT number - Type of organisation - SME (Yes/No) - The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables - The approximate % of contractual obligations assigned to each sub-contractor 	

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2 - Grounds for mandatory exclusion		
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details.	

	<p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	<p>If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.3(a)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.3(b)	<p>If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p>	

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

Section 3	Grounds for discretionary exclusion	
	Question	Response
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2

<p>3.1(j)-(iv)</p>	<p>The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at 3.2</p>
<p>3.2</p>	<p>If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>	

Part 3: Selection Questions⁴

Section 4	Economic and Financial Standing	
Question number	Question	Response
4.1	<p>Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If no, can you provide one of the following: answer with Y/N in the relevant box.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
Note	<p>Please note that the Client may undertake further research on your organisation using a financial report provided by an external organisation. The Client will want to ensure the financial viability of the organisation before any contract is awarded and any bidder can be disqualified on this basis at any point until the final contract is signed.</p> <p>Additional and more enhanced financial checks will be ongoing throughout the tender process and the lifetime of the contract. All financial assessments will be reasonable to the size of the contract. This will assure the Client that you have all the necessary financial resources to perform the contract.</p>	

⁴ [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

Note	<p>The Client will assess applicants financial risk status. The assessment will consider all of the information provided by applicants.</p> <p>The Client will utilise financial assessment techniques in line with Cabinet Office ‘Supplier financial appraisal guidance’ document issued in 2001 and updated in April 2008.</p>	
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Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Question number	Question	Response
Name of organisation		
Relationship to the Supplier completing these questions		
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability
Question number	Question
6.1	<p>Business Activities</p> <p>What are the main business activities of your organisation? Please provide a brief introduction to your organisation, including turnover for the last three years, and any consortia arrangements (maximum 500 words)</p>
6.2	<p>Relevant experience and contract examples</p> <p>Please provide details of three examples of relevant contracts, such as the refurbishment of historic / listed buildings, conservation work etc. These contracts must have had a significant mechanical and electrical element and should ideally include complex or constrained sites.</p> <p>The total construction value of each should be in excess of £1m and they should have started within the last 5 years. Two of the projects must have reached practical completion.</p> <p>Project examples should be from UK or other EU countries. Each example must be a maximum of 500 words plus 2 no. A4 pages of images that specifically address the criteria.</p> <p>For each of the examples please set out the following</p> <ul style="list-style-type: none"> - Project Name - Name of customer organisation - Location - Point of contact in the organisation - Position in the organisation - E-mail address - Telephone Number - Description of contract (insert general project description, specific challenges, constraints and opportunities etc.) - Contract Start date - Contract completion date - Estimated contract value - Was the property occupied or partially occupied during the works? - Name of M&E sub-contractor - Nature of M&E installation (including CPD elements, extent of M&E installation, quality of installation)

	<p>- M&E Description (including any challenges, constraints and opportunities.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>If you cannot provide examples see question 6.4</p>
Note	<p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p>
Note	<p>As part of the ITT the tenderers will be required to Name their proposed M&E sub-contractors. As part of the ITT quality evaluation we will ask tenderers to demonstrate that the proposed M&E sub-contractors can provide suitable quality for the works and the historic environment. Bidders will be expected to provide evidence of the suitability of proposed sub-contractors based on their previous experience.</p>
6.3	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
6.4	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

7. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 7	Additional Questions	
Question number	Question	Response
8.1	<p>Insurance</p> <p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £10,000,000</p> <p>Public Liability Insurance = £10,000,000</p> <p>Professional Indemnity Insurance = £3,000,000</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
8.2	<p>Health and Safety</p> <p>Does your organisation have a signed health and safety policy/statement, written arrangements for implementing the policy and regular reviews of the policy?</p> <p>If you answer 'No' but have provided supporting evidence this will be assessed and a decision taken as to whether or not you will be able to proceed any further.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	<p>Has your organisation been prosecuted under any health & safety legislation in the past 3 years?</p> <p>If you answer 'Yes' but have provided supporting evidence this will be assessed and a decision taken as to whether or not you will be able to proceed any further.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	<p>Are you currently subject to UK legislation?</p> <p>If you are not currently subject to UK legislation, please supply details of your experience in complying with equivalent Health & Safety legislation.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Appendix B

Exclusion Grounds

Exclusion Grounds

In accordance with, the Public Contract Regulations 2015 R57 and the Public Contract Directives 2014/24/EU Article 57, the following exclusions will apply :

1. Mandatory Exclusion Grounds

1.1. Participation in a criminal organisation

- 1.1.1. Participation offence as defined by section 45 of the Serious Crime Act 2015
- 1.1.2. Conspiracy within the meaning of
- 1.1.3. section 1 or 1A of the Criminal Law Act 1977 or
- 1.1.4. article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983
- 1.1.5. where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

1.2. Corruption

- 1.2.1. 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;
- 1.2.2. The common law offence of bribery;
- 1.2.3. Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

1.3. Fraud

- 1.3.1. Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:
 - the common law offence of cheating the Revenue;
 - the common law offence of conspiracy to defraud;
 - 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;

- 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;
- 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;
- an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- 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;
- fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- 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;

1.4. Terrorist offences or offences linked to terrorist activities

1.4.1. Any offence:

1.4.2. listed in section 41 of the Counter Terrorism Act 2008;

1.4.3. listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;

1.4.4. under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

1.5. Money laundering or terrorist financing

1.5.1. Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

1.5.2. 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

1.6. Child labour and other forms of trafficking human beings

1.6.1. An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

1.6.2. An offence under section 59A of the Sexual Offences Act 2003

1.6.3. An offence under section 71 of the Coroners and Justice Act 2009;

- 1.6.4. 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
- 1.6.5. An offence under section 2 or section 4 of the Modern Slavery Act 2015
- 1.7. Non-payment of tax and social security contributions
 - 1.7.1. Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.
 - 1.7.2. Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:
 - 1.7.3. HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or
 - 1.7.4. a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
 - 1.7.5. a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established
- 1.8. Other offences
 - 1.8.1. Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland
 - 1.8.2. Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

2. Discretionary exclusions

- 2.1. Obligations in the field of environment, social and labour law.
 - 2.1.1. Where an organisation has violated applicable obligations 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 Directive (see copy below) as amended from time to time; including the following:-
 - 2.1.2. Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.

- 2.1.3. In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
- 2.1.4. In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
- 2.1.5. Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
- 2.1.6. Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
- 2.1.7. Where the organisation has been in breach of the National Minimum Wage Act 1998.
- 2.2. Bankruptcy, insolvency
 - 2.2.1. Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;
- 2.3. Grave professional misconduct
 - 2.3.1. Guilty of grave professional misconduct
- 2.4. Distortion of competition
 - 2.4.1. Entered into agreements with other economic operators aimed at distorting competition
- 2.5. Conflict of interest
 - 2.5.1. Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure
- 2.6. Been involved in the preparation of the procurement procedure.
- 2.7. Prior performance issues
 - 2.7.1. Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.

2.8. Misrepresentation and undue influence

- 2.8.1. The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

2.9. Additional exclusion grounds

- 2.9.1. Breach of obligations relating to the payment of taxes or social security contributions.

2.9.2. ANNEX X Extract from Public Procurement Directive 2014/24/EU

List of International Social and Environmental Convention referred to in Article 18(2):

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

3. Consequences of misrepresentation

- 3.1. A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-
- 3.2. The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
- 3.3. The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
- 3.4. If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
- 3.5. If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).