

Pre-Qualification Questionnaire

Chelmsford County High School for Girls wish to invite proposals from suitably experienced contractors to be considered for participation in the forthcoming expansion works at the School. This Pre-Qualification Questionnaire ("PQQ") is issued by Chelmsford County High School for Girls in accordance with competitive procurement conduct.

Notes for completion:

Please answer every question. Much procurement generates a great deal of interest from potential suppliers, so please ensure that you complete the questionnaire as requested. Failure to do so may result in your application being disqualified. If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

Chelmsford County High School for Girls means the purchasing organisation that is seeking to award a contract/ right to supply.

"You"/ "Your" or "Potential Provider" or "Potential Tenderer" means the business or company which is completing this PQQ.

"Lead Authority" means the 'Bursar' at Chelmsford County High School for Girls

Once completed, please return this form to:

**Bursar
Chelmsford County High School for Girls
Broomfield Road
Chelmsford
Essex
CM1 1RW**

OR by e-mail attachment to Melissa Mulgrew <mmulgrew@cchsg.org>

Submission Deadline: **Not later than 14 days from the date of issue**

Verification of Information Provided:

Please note; The higher the risk of the procurement, the higher the level of verification that is likely to be required. Not all questions require supporting documents up front at this stage. **However, Chelmsford County High School for Girls may ask to see these documents at a later stage, so it is advisable that you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues. If necessary, it would be preferable for this to be done by email.

Sub Contracting Arrangements

Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor. The School will only agree to sub-contracting any element of the contract on the basis that the main contractor accepts full liability for any such sub-contractor and sub-contractor's services.

It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, Potential Providers should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the Potential Provider to proceed with the procurement process or to provide the goods and/or services.

Consortia Arrangements

If the Potential Provider bidding for a requirement is a consortium, the following information must be provided:

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

Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex.

Chelmsford County High School for Girls recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to Chelmsford County High School for Girls so that it can make a further assessment by applying the selection criteria to the new information provided.

Confidentiality

The information contained in this PQQ and any supplementary documentation issued is made available to potential tenderers on condition that:

- a) they shall not disclose, copy, reproduce, distribute or pass such information to any other person at any time nor allow such;
- b) they shall not use such information for any purpose other than for the purposes of participating in this competitive procurement process.

By participating in this competitive procurement process, potential tenderers understand and agree, and shall ensure that all others whose information is supplied to support their PQQ response

similarly understand and agree, that the School is permitted to disclose all information submitted to it and to its specialist consultants for the purposes of evaluation of the PQQ responses.

Canvassing

Any potential tenderer, who, in connection with this competition:

- a) offers any inducement, fee or reward to any employee, consultant or agent of the School or any person acting as an adviser to the School in connection with this competitive procurement process or does anything which would constitute a breach of the Prevention of Corruption Act 1889 to 1916; or
- b) contacts any employee, consultant or agent of the School or any person acting as an adviser to the School prior to a contract being entered into about any aspect of this competitive procurement process in a manner not permitted by this PQQ,

may be disqualified from further participation in this competitive procurement process at the School's absolute discretion.

Conflict of Interest

Potential tenderers are responsible for ensuring that no conflicts of interest exist or arise either in the context of their own appointed advisers or those of the School. Any potential tenderer who becomes aware of such a conflict of interest must notify the Lead Authority as soon as reasonably practicable after it becomes aware of such a conflict.

Publicity

Potential tenderers shall not undertake (or permit to be undertaken) at any time any publicity or activity with any section of the media including, but not limited to, making any announcements in relation to this competitive procurement process other than with the prior written consent of the Lead Authority. In this paragraph the word "media" includes, but is not limited to, radio, television, newspapers, trade and specialist press, the internet (including Social Media) and email accessible by the public at large, and the representatives of all such media.

FORM A: Organisation and Contact Details - 1

Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted)		
ORGANISATION DETAILS		
Registered office address	Company registration number	
	VAT registration number	
	Name of immediate parent company	
	Name of ultimate parent company	
Type of organisation	i) a public limited co.	
	ii) a limited company	
	iii) a limited liability partnership	
	iii) other partnership	
	iv) sole trader	
	v) other (please specify)	

CONTACT DETAILS	
Contact details for enquiries about this PQQ	
Name	
Address	
Post Code	
Country	
Phone	
Mobile	
Email	

FORM A: Organisation and Contact Details - 2

Consortia and Sub-Contracting	a) Your organisation is bidding to provide the services required itself	YES / NO
	b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	YES / NO
	c) The Potential Provider is a consortium	YES / NO
If your answer is (b) or (c) please indicate in a separate sheet (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.		

FORM B - Grounds for mandatory rejection

Important Notice:

In some circumstances, Chelmsford County High School for Girls is required to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Please state 'Yes' or 'No' to each question.

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Answer
(a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation.	YES / NO
(b) 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 (as amended);	YES / NO
(c) the offence of bribery;	YES / NO
(d) 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:	YES / NO
(i) the offence of cheating the Revenue;	YES / NO
(ii) the offence of conspiracy to defraud;	YES / NO
(iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	YES / NO
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	YES / NO
(v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;	YES / NO
(vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	YES / NO
(vii) 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;	YES / NO
(e) money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	YES / NO
(f) any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	YES / NO

FORM C - Grounds for discretionary rejection

Important Notice.

Chelmsford County High School for Girls is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by Chelmsford County High School for Girls in considering whether or not you will be able to proceed any further in respect of this procurement exercise. Please state 'Yes' or 'No' to each question.

Is any of the following true of your organisation?	
(a) <u>being an individual</u> , is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable 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, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	YES / NO
(b) <u>being a partnership constituted under Scots law</u> , has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or	YES / NO
(c) <u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u> has passed a resolution or is 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 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 the subject of similar procedures under the law of any other state?	YES / NO
Has your organisation	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	YES / NO
(b) committed an act of grave misconduct in the course of your business or profession;	YES / NO
(c) failed to fulfil 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 you are established;	YES / NO
(d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or	YES / NO
e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	YES / NO

FORM D - Economic and Financial Standing

1	FINANCIAL INFORMATION	
1.1	<p>Please provide at least one of the following set out below:-</p> <p>It is mandatory that 'A copy of your audited accounts for the most recent two years' is provided.</p> <p>Please indicate which others of the following you would be willing to provide if necessary by ticking the relevant box/es</p>	
	<i>A copy of your audited accounts for the most recent two years</i>	✓
	<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>	
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	
	<i>Alternative means of demonstrating financial status if trading for less than a year</i>	

2	INSURANCE	
2.1	Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £5 million. Please confirm that you have this in place.	YES / NO

FORM E - Technical and Professional Ability

3	EXPERIENCE AND CONTRACT EXAMPLES		
	Please provide details of two contracts from either the public, private or third sector, that are relevant to Chelmsford County High School for Girls' requirement. Contracts for the supply of goods or services should have been performed during the past <u>three</u> years.		
		Contract 1	Contract 2
3.1	Customer Organisation (name)		
3.2	Customer contact name Customer phone number Customer email		
3.3	Contract start date Contract completion date Contract value		
3.4	Brief description of contract		

FORM F – ADDITIONAL QUESTIONS

4	ADDITIONAL QUESTIONS	
4.1	What amount of direct labour is available to you as a company?	
4.2	How many H&S reportable incidents have you had in the last 5 years?	
4.3		
4.4		
4.5		

FORM G - Declaration

5.	I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to Chelmsford County High School for Girls' requirement and I am signing on behalf of my organisation. I understand that the School may reject this PQQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information	
	FORM COMPLETED BY	
5.1	Name:	
5.2	Position:	
5.3	Date:	
5.4	Signature:	