

# Epping Forest District Council

## Pre-Qualification Questionnaire (PQQ)

### Development Agent for Council House Building Programme



JOHN BIGBY  
HOUSING CONSULTANTS

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## 1.0 Contract Details

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<b>Contracting Authority</b>	Epping Forest District Council (the Council)
<b>Contract Title</b>	Development Agent for Council House Building Programme
<b>OJEU Contract Notice</b>	10 <sup>th</sup> January 2012
<b>Contract Details</b>	A Development Agency Agreement between the Council and the Service Provider
<b>Contract Value</b>	In the range of £1,500,000 to £2,100,000 GBP.
<b>Contact Point</b>	John Bigby. John Bigby Housing Consultants Ltd
<b>Contact Details</b> ( <i>note all queries must be submitted via E mail or Fax</i> )	Tel: 07904 630968 E Mail: <a href="mailto:info@johnbigby.co.uk">info@johnbigby.co.uk</a> Fax: 01277 656147
<b>Reference for Correspondence:</b>	JBHC/EFDC/OJEU
<b>Closing Date for Receipt</b>	Noon on 8 <sup>th</sup> May 2012
<b>Delivery Address</b>	John Bigby Housing Consultants Ltd 34a Brightside, Billericay Essex CM12 0LG

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## 2.0 Instructions to Applicants

**These instructions are designed to ensure that all Applicants are given equal and fair consideration.**

### PLEASE NOTE:

Whenever used in this questionnaire:

The term "company" refers to a sole practitioner, partnership, consortium, incorporated company, co-operative, charity or analogous entities operating outside the UK, as appropriate.

The term "officer" refers to any director, company secretary, partner, associate, trustee or other person occupying a position of authority or responsibility within the firm.

"Contracting Authority"/"Authority"/"EFDC" or "Council"," means the purchasing organisation that is seeking to award a contract.

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

***Unless instructed otherwise when answering the questions, please give details which specifically relate to your company, not to the whole of the group if your company forms part of a group.***

### 2.1 Submission of PQQs

2.1.1 No unauthorised alteration or addition (save for the inclusion of the relevant information) should be made to the Pre-Qualification Questionnaire (PQQ). PQQs must not be qualified in any way and must be submitted strictly in accordance with the PQQ, including these instructions. PQQs must not be accompanied by any documentation that may be construed as rendering the PQQs equivocal and/or placing it on a different footing from any other PQQ.

2.1.2 To be considered, completed PQQs must be:

- (a) Received by John Bigby Housing Consultants Ltd as follows:
  - (i) Electronic Copies: Please provide 1 No. electronic copy on a (CD Rom or USB Pen). The electronic copy should be properly indexed with files provided in a portable document format (pdf). Where the questionnaire requires a signature please insert a scanned signature. Please provide a hard copy of the file structure and list of documents enclosed with your electronic submission; and
  - (ii) 2 No. Hard Copies: Special Delivery to the address set out in Section 1.0 Contract Details, by no later than 12:00 Hours on 8<sup>th</sup> May 2012 (the closing date) or such later date as John Bigby Housing Consultants Ltd notifies to Applicants. Envelope to be marked 'Epping Forest DC-Development Agent for Council Housing Building Programme'
- (b) Only PQQs received through these means will be accepted. Please note that completed PQQs received after the closing date and time may be rejected unless the Applicant can provide irrefutable evidence that the PQQ was capable of being received by the due date and time.
- (c) Both versions of the document (Hard copies and electronic copy) must be identical and both versions must be submitted by the stated deadline.

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## 2.2 Completion of the PQQ

- 2.2.1 This document is not a tender document but does form part of the pre-qualification process to receive a tender. This is in accordance with the “Restricted Procedure” as defined in The Public Contracts Regulations 2006 (as amended).
- 2.2.2 The Applicant is to consider the contents provided within this PQQ and all associated documentation. If the Applicant is unable to fulfil the needs of the Council then please confirm as a courtesy the intention to withdraw from the process.
- 2.2.3 The Applicant is to respond to all questions posed within this PQQ from Section A through to Section F. The Applicant is to review and respond to each question in full, ensuring that all information is provided without ambiguity.
- 2.2.4 It is important that Applicants provide all the documentation asked for in the format and order specified. Supporting information should be presented in the same order as, and should be referenced to, the relevant question.
- 2.2.5 Applicants should adhere to any page / word limits specified. Exceeding these limits will be deemed as failure to follow instructions and Applicants may be penalised in the scoring process.
- 2.2.6 The Applicants should note that the font to be used in all responses is Arial; the size is to be 11 and the colour black. Emphasis by colour change, italics, bolding and underline is permitted but must remain within the size limits.
- 2.2.7 PQQ responses are to be returned as 1 No. electronic copy submitted with the 2 No. hard copies with clearly referenced pages. No other formats will be accepted. Missing pages, sections or wrongly inserted information may be scored as the lowest possible mark.
- 2.2.8 Do not send your hard copy submission in hard backed folders. Spiral bound or stapled copies will be accepted only. All other forms of submission may be rejected at the point of PQQ opening.
- 2.2.9 All submissions and all other communications must be in the English language.
- 2.2.10 Important: Do not send originals of any documents because we cannot return them. Instead you should send us photocopies. The inclusion of marketing and general company literature is not required and may well cause your application to be rejected.
- 2.2.11 The Council reserves the right to disqualify a bidder or to terminate the Contract if any material misrepresentation is made in their PQQ submission.
- 2.2.12 The Council reserves the right to reject any PQQ submission that is not submitted in accordance with the instructions given and their decision will be final.
- 2.2.13 The Council reserves the right to amend, add to or withdraw all or any part of this PQQ at any time during the procurement exercise.
- 2.2.14 The contents of this PQQ, and that of any other documentation sent to you in respect of this selection process, are provided on the basis that they remain the property of the Council and their appointed consultants and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this document and all associated documents immediately and not retain any electronic or paper copies.

- 2.2.15 Applicants are advised that that their participation in this procurement process is to remain private and confidential to their own business with the exception of those parties that are intended to be part of the supply of the service. Third parties engaged by the Applicant are also bound by the same requirements of this PQQ document.
- 2.2.16 The Council shall not be committed to any course of action as a result of:
- issuing this PQQ or any invitation to participate in this procurement exercise;
  - an invitation to submit any response in respect of this procurement exercise;
  - communicating with an Applicant or Applicant's representatives or agents in respect of this procurement exercise; or
  - any other communication between the Council and any other party.
- 2.2.17 Applicants shall accept and acknowledge that by issuing this PQQ the Council shall not be bound to accept any PQQ and reserves the right to terminate the procurement and, where appropriate, re-advertise the procurement.
- 2.2.18 Applicants are advised to retain for themselves details of their submissions. The Council reserves the right to make a charge if an Applicant requests a copy of its submitted PQQ. Applicants must at all times:
- (a) *comply with the Data Protection Act 1998 (DPA); and*
  - (b) *indemnify the Council against loss, destruction or procuring of data contrary to the DPA by the Applicant, its servants or agents;*
- 2.2.19 Applicants should read these instructions carefully before completing the PQQ. Failure to comply with these instructions for completion and submission of the PQQ Response, and any additional instructions given by the Council, may result in the rejection of the PQQ. Applicants are advised therefore to acquaint themselves fully with the extent and nature of the Services.

## 2.3 PQQ Clarifications

- 2.3.1 Please read all the notes and questions in this PQQ prior to completing, Applicants are responsible for satisfying themselves that they have obtained all information necessary for the preparation and submission of PQQ responses.
- 2.3.2 All clarifications are to be communicated via the E Mail or Fax address given in the contact details. Only clarifications raised in this way shall be responded to. Telephone or oral enquiries will NOT be accepted.
- 2.3.3 Applicants may request clarification at any point up until the date stated in Section 5.0 – Procurement Timetable. Applicants are requested where possible to cross-reference questions to the relevant sections of the PQQ.
- 2.3.4 The Council and John Bigby Housing Consultants Ltd will endeavour to answer all clarification questions as quickly as possible, but cannot guarantee a minimum response time.
- 2.3.5 All clarifications and non-commercially sensitive questions raised by the Applicants with their answers will be communicated to all Applicants by E Mail. It is the responsibility of the Applicant to periodically check for updates.
- 2.3.6 It is understood that Applicants may, to the extent that it relates specifically to their own proposals, consider that their request for clarification or enquiry is of a confidential nature and that to release the answer to all Applicants would reveal a commercially sensitive or innovative

approach. If this is considered to be the case by an Applicant, the following procedure will be adopted:

- 2.3.6.1 If an Applicant believes that its request for clarification or enquiry is confidential then the request must be marked as 'Confidential'.
  - 2.3.6.2 If the Council considers, at their sole discretion, that they are able to respond and answer the request for clarification or enquiry on a confidential basis, then they will do so.
  - 2.3.6.3 If the Council considers, at their sole discretion, that they are unable to respond to and answer the request for clarification or enquiry on a confidential basis, they will notify the Applicant of their decision and the Applicant will have the opportunity to withdraw the request for clarification or enquiry.
  - 2.3.6.4 If the Applicant does not wish to withdraw their request for clarification or enquiry, then the request for clarification or enquiry and the Council's response will be issued to all Applicants by E mail.
  - 2.3.6.5 The Council reserves the right to notify all Applicants by E Mail of any issue, of a general nature, arising out of any request for clarification or enquiry, which they consider would affect all Applicants.-
- 2.3.7 Should any Sub-Consultants require any information or clarifications, these requests must be directed through the Applicant only and not by any direct contact with the Council. Applicants are advised that any requests for clarification or enquiries must be received no later than as stated in Section 5.0 Procurement Timetable.
- 2.3.8 The Council may not respond to any requests for clarification submitted or received after the latest date for submitting a request.

## 2.4 Costs and Expenses

- 2.4.1 Applicants must obtain for themselves at their own responsibility and expense all information necessary for the preparation of PQQs. Applicants are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their PQQ and all other stages of the selection and evaluation process. Under no circumstances will the Council or their advisers be liable for any costs or expenses borne by Applicants, sub-contractors, suppliers or advisers in this process.
- 2.4.2 The Council reserves the right to cancel the procurement process at any point.
- 2.4.3 The PQQ is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained within it and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and their advisors. No charge is levied against any bidder for the receipt of these PQQ documents.

## 2.5 Official PQQ Amendments

- 2.5.1 At any time prior to the deadline for the receipt of PQQs, the Council may modify the PQQ by amendment. Any such amendment will be numbered and dated and issued by John Bigby Housing Consultants Ltd to all prospective Applicants. In order to give prospective Applicants reasonable time in which to take the amendment into account in preparing their PQQs, the Council may, at its discretion, extend the deadline for receipt of PQQs.

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## 2.6 Canvassing and Collusive Behaviour

2.6.1 Any Applicant who directly or indirectly canvasses any officials, members, employees or agents of the Council concerning the award of contract or who directly or indirectly obtains or attempts to obtain information from such official, member, employee or agent or concerning any other Applicant, PQQ or proposed PQQ will be disqualified. Any PQQ or other documents submitted in respect of which the Applicant:

2.6.1.1 communicates to any person other than the Council any information; or

2.6.1.2 enters into any agreement or arrangement with any other person that such other person shall refrain from submitting PQQs or shall limit or restrict the information to be shown by any other Applicant in its PQQs and other documents; or

2.6.1.3 offers or agrees to pay or give, or does pay or give, any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Applicant or any other proposed PQQs or other documents any act or omission; or

2.6.1.4 has directly or indirectly canvassed any member or official of the Council organisation concerning the acceptance of any PQQs or has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other PQQs submitted by any other Applicant:-

shall not be considered for acceptance and shall accordingly be rejected by the Council provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Council in respect thereof or to any criminal liability that such conduct by an Applicant may attract.

2.6.2 In submitting its PQQ each Applicant warrants, represents and undertakes to the Council:-

2.6.2.1 it has not done any of the acts or matters referred to in 2.6.1 above and has complied in all respects with these PQQ notes;

2.6.2.2 all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the Applicant, its employees or agents in connection with or arising out of the PQQ are true, complete and accurate in all respects;

2.6.2.3 it has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the PQQ;

2.6.2.4 it has full power and authority to enter into the contract and undertake the Project;

2.6.2.5 it is of sound financial standing and has and will have sufficient premises, working capital, skilled personnel, vehicles, plant, goods and materials and other resources available to it to carry out the Project; and

2.6.2.6 it will not at any time claim or seek to enforce any lien, charge, or other encumbrances over property of whatever nature owned by the Council and that is for the time being in the possession of the Applicant.



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## 2.7 No Inducement or Incentive

2.7.1 The PQQ is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded an Applicant to submit a PQQ or enter into the Contract or any other contractual agreement.

## 2.8 Sub Contracting and Consortia Arrangements

### 2.8.1 Sub Contracting:

2.8.1.1 Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor (i.e. the Applicant).

2.8.1.2 Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement.

2.8.1.3 It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, Applicants 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 Applicant to proceed with the procurement process or to provide the goods and/or services.

### 2.8.2 Consortia:

2.8.2.1 If the Applicant 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.

2.8.2.2 Applicants 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. However, please note the Authority reserves the right to require a successful consortium to form a single legal entity in accordance with regulation 28 of the Public Contracts Regulations 2006.

2.8.2.3 The Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Applicants should therefore respond in the light of the arrangements as currently envisaged. Applicants are reminded that any future proposed change in relation to consortia must be notified to the Authority so that it can make a further assessment by applying the selection criteria to the new information provided.

## 2.9 Contact Point

2.9.1 Applicants must name in Section B2 of the PQQ a single point of contact in their organisation for the purposes of this procurement exercise. The Council shall not be responsible for contacting the Applicant through any route other than the nominated contact. The Applicant must therefore undertake to notify any changes relating to the contact promptly. On acknowledgement of receipt of this PQQ, please confirm your named contact point.

## 2.10 Confidentiality

2.10.1 All documents issued in connection with this PQQ shall remain the property of the Council and shall be used only for the purposes of this procurement exercise.

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2.10.1.1 The contents of this PQQ are being made available by the Council on condition that:

- (a) Applicants shall at all times treat the contents of the PQQ and any related documents (together called the Information) as confidential, save in so far as they are already in the public domain;
- (b) Applicants shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
- (c) Applicants shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a PQQ; and
- (d) Applicants shall not undertake any publicity activity within any section of the media.

2.10.1.2 Applicants may disclose, distribute or pass any of the Information to the Applicant's advisers, sub-contractors or to another person provided that either:

- (a) this is done for the sole purpose of enabling a PQQ to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Applicant; or
- (b) the Applicant obtains the prior written consent of the Council in relation to such disclosure, distribution or passing of Information; or
- (c) the disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to the Contract arising from it; or
- (d) the Applicant is legally required to make such a disclosure.

2.10.2 In this Section 2.10 of the PQQ the definition of 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate. The Council may disclose detailed information relating to the PQQ to its officers, employees, agents or advisers and the Council may make any of the PQQ responses available for private inspection by its officers, employees, agents or advisers. The Council also reserves the right to disseminate information that is materially relevant to the procurement to all Applicants, even if the information has only been requested by one Applicant, subject to the duty to protect each Applicant's commercial confidentiality in relation to its PQQ.

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## 3.0 PQQ Evaluation & Selection Criteria

- 3.1.1 The PQQ process will be conducted to ensure that Applicants are evaluated fairly against a pre-determined evaluation matrix.
- 3.1.2 The selection process will use the written submissions to provide all the information required for a rigorous and objective assessment of each Applicant. The assessment of all aspects stated shall be recorded for audit purposes and feedback to Applicants.
- 3.1.3 Upon receipt, the PQQ submission will remain unopened until the deadline (as stated in Section 1.0) has passed.
- 3.1.4 Each PQQ will be reviewed prior to evaluation to ensure its completeness and compliance to the PQQ instructions outlined within this PQQ. Incomplete or non-compliant PQQs may be rejected prior to evaluation.
- 3.1.5 Where an Applicant scores a FAIL on any Pass/Fail question the PQQ application will be rejected.
- 3.1.6 Sections B to E will form the assessment based on requests outlined later within this document. The response will enable the Council to form a clear view of the Applicants experience and technical capacity. The responses in respect of each question must therefore be clear and concise. No reliance should be placed on information given to the Council previously or provided elsewhere in the PQQ response.
- 3.1.7 Applicants may be contacted for clarification of information if required.
- 3.1.8 Applicants are permitted to clarify the Council's requirements in the PQQ, and the Council may require an Applicant to clarify or supplement the information it submits in its PQQ, provided that to do so will not distort the competition.
- 3.1.9 The Council will invite to tender a minimum of FIVE and a maximum of SEVEN Applicants based on evaluation of PQQ responses in accordance with the selection criteria. In the event of any tied scores the Council will give priority to those Applicants who have been awarded the highest score for Criterion E17 'Project Experience'
- 3.1.10 Applicants, both successful and unsuccessful, will have the opportunity to receive feedback regarding their application if requested.
- 3.1.11 The assessment of the PQQs received will be carried out by an Evaluation Panel made up of Council staff, a Councillor and authorised representatives. PQQs will be evaluated against the criteria set out in the PQQ Evaluation Matrix in Table 3.1. (Please note that where the criteria, as displayed below, are split over several questions, unless stated otherwise the main criteria weighting shall be split equally across each of the sub – questions).

**Table 3.1 PQQ Evaluation Matrix**

Criteria	Sub Criteria	Weighting	Page Limit (Single Side of A4)
<b>Section A – Notice of Application</b>			
<b>Section B – Organisation Details</b>	B1		
	B2		
	B3		
	B4		
	B5		
	B6	Pass / Fail	
	B7		
	B8		
	B9	10% Total	N/A
B9a	5%		
B9b	5%		
<b>Section C – Economic and Financial Standing</b>	C10	Pass/ Fail	
	C11	Pass/Fail	
	C12		
	C13		
	C14		
	C15		
<b>Section D – Reference Details</b>	D16		
	D17		
<b>Section E – Technical &amp; Professional Capacity</b>	E18	50% Total	6 in total
	E18a	15%	
	E18b	20%	
	E18c	15%	
	E19	20.00% Total	
	E19a	5%	1
	E19b	5%	1
	E19c	5%	1
	E19d	5%	1
	E20	10.00% Total	
	E20a	5%	1
	E20b	5%	1

<b>E21</b>	<b>10.00% Total</b>	
<b>E21a</b>	<b>5%</b>	<b>1</b>
<b>E21b</b>	<b>5%</b>	<b>1</b>

3.1.12 The written responses will be marked out of 5 and a weighting applied to achieve the weighting stated above. Applicants must score a minimum of 3 – GOOD for all scored questions; if a score less than the minimum set for each criterion is achieved, this may result in the Applicant's PQQ being rejected.

3.1.13 The scoring principles below are to be used:

Score	Scoring Principles
0	Unacceptable –meets none of the requirements/no information provided
1	Very Poor-meets only a few of the requirements
2	Poor-meets some of the requirements
3	Good-meets most of the requirements
4	Very Good-meets all of the requirements
5	Exceptional-meets and exceeds all the requirements

The Applicant's Accounts (section 10), as requested, will be evaluated by Epping Forest District Council's Finance Officers who will be notified of the nature of the work and its estimated value. Should the Finance team not be satisfied that the information provided in the Accounts is satisfactory for the provision of the above services, then this Pre-Qualification Questionnaire (PQQ) will be rejected. PQQs that do not provide information that satisfies EFDC's officers that the company is able to comply with its requirements, will be rejected.

**FOR THE QUESTIONS WHICH DO NOT CARRY A FORMAL SCORE, SHOULD YOUR RESPONSE BE OF SUFFICIENT CONCERN, EPPING FOREST DISTRICT COUNCIL RESERVES THE RIGHT TO REJECT YOUR COMPANY'S PQQ.**

#### **VERIFICATION OF INFORMATION PROVIDED:**

Depending on the nature of the procurement exercise, not all questions will require the provision of supporting documentation up front at this stage. **However, Epping Forest District Council may ask to see these documents at a later stage, so it is advisable that you ensure that they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues.

The applicant should note that if any error or omission or misrepresentation is discovered, the Council reserves the right to disqualify the applicant from participation in the tendering exercise, no matter what stage in the process has been reached when the error, omission or misrepresentation is discovered.

### **3.2 Subsequent Invitation to Tender**

3.2.1 The Invitation to Tender, which will follow-on from this PQQ Stage will be made up of two parts:

***(a) Quality – based on the written submission in response to a request for proposals and Interviews.***

***(b) Price – based on the submission of prices in the model presented as part of the Invitation to Tender.***

3.2.2 Following the notification of success to the Tender Applicant(s) there will be a minimum 10 day ALCATEL “stand-still” period prior to execution of contractual documents as defined in The Public Contracts Regulations 2006 (as amended).

3.2.3 Tender Applicants, both successful and unsuccessful, will have the opportunity to receive feedback regarding their application if requested during the ALCATEL period.

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## 4.0 The Council's Brief

### 4.1 Background

- 4.1.1 The Council resolved on 5<sup>th</sup> December 2011 to undertake a Council House Building Programme for the first time since 1985.
- 4.1.2 The Council wants to appoint a Development Agent to provide all the required development and project management services, including the provision of all professional building services, for this House Building Programme.
- 4.1.3 The government has reformed the existing rules for all HRAs effective from April 2012. This reform has introduced housing development opportunities for some councils following a review of their HRA Financial Plan, including Epping Forest DC.
- 4.1.4 In the case of the Council, it is estimated that a £16 million development capacity will be made available over the first six years of the new HRA Financial Plan.
- 4.1.5 The Council has around 80 small garage sites that are designated as 'Difficult to Let'. The Council's research estimates that around 50 of these sites may have development potential. A further 3 non garage sites have been identified as also having development potential.
- 4.1.6 An initial estimate is that a maximum of around 200 new properties could be developed on the sites identified to date. The Council has assumed a prudent estimate of 120 new properties on these sites and has set itself an initial target of 20 new homes per annum over a six year period. However, as the Council's HRA Financial Plan develops, this target will be reviewed and refined.

### 4.2 Role of Development Agent (DA)

- 4.2.1 Epping Forest District Council is looking to appoint a single Development Agent (DA) to assist with its future Council House Building Programme.
- 4.2.2 The appointed DA will provide a range and all of the functions associated with the delivery of that programme, including the provision of all professional building services (but not exclusively) financial viability and planning services, liaison with the Homes and Communities Agency or other Government body over standards, registration, grants, employers agent functions and delivery as well as project management, Architectural and related services, quantity surveying and cost consulting, surveying, planning supervision, construction related services (but excluding the Construction works itself), engineering services, inspection services, urban planning and architectural landscape services, monitoring and control services and construction supervision services.
- 4.2.3 For the benefit of doubt this contract specifically excludes the works construction. However, the DA will be required to procure the works on behalf of the Council through competitive tendering exercises for development packages of sites (see below).
- 4.2.4 The DA will have a proven track record of managing the development of high quality Affordable Housing for Public Sector organisations.
- 4.2.5 The DA will need to provide a full development service for the Council. A summary of the services are shown below.

#### 4.2.6 Development

The DA will produce on behalf of the Council, in consultation with Council officers, a Development Strategy that explains the Council's approach to its development of Affordable Housing.

#### **4.2.2 Construction Consultants**

The DA will be responsible for the procurement, appointment and management of all construction consultants and that they complete the relevant Collateral Warranties to deliver the Council's Development Strategy; including but not exclusively the following professions:

- Architects
- Surveyors
- Quantity Surveyors
- Employers Agents
- CDM
- Mechanical and Engineering
- Structural Engineers
- Town and Country Planning
- Building Control
- Clerk of Works

#### **4.2.3 Approvals, Risk & Financial Management**

The DA will be responsible for the financial analysis and risk appraisal of all projects and to monitor and control budgets at all stages of the development process.

#### **4.2.4 Construction**

The DA will be responsible for the competitive procurement of construction contractors for the Council's Development Strategy meeting the Council's Financial Standing Orders and EU Procurement Regulations (where applicable)

#### **4.2.5 Project Management**

The DA will be responsible for the delivery of the Council's approved Development Strategy including:

Site feasibility and financial appraisal

Design and Specification Brief

Preparation and submission of planning applications

Pre Contract management

Post Contract management

Post Completion of works

#### **4.2.6 Resident Liaison**



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The DA will assist the Council on any resident consultations arising from the Development Strategy.

#### **4.2.7 Homes and Communities Agency (HCA)**

Completion of the required PQQ to obtain HCA Development Partner status for the Council

For HCA Capital Grant schemes the DA will be responsible for the following in relation to the HCA:

- Formulation and negotiation of funding offers/contracts with the HCA for the HCA's National Affordable Housing Programme
- Submission of funding bids to the HCA
- General Compliance
- Design Compliance
- IMS Administration

#### **4.2.8 Initiatives & Added Value**

The DA will work with the Council to develop initiatives and Added Value to meet wider Council Strategies: e.g. Local Supplies, Green Technologies etc.

**Please note that a full Specification of Services will be issued at the Tender Stage.**

## 5.0 Procurement Timetable

5.1.1 The timetable for the selection process of appointing the services described in this PQQ is broadly as follows. The Council reserves the right to alter the indicative timetable set out below at its sole discretion.

Activity	Estimated Date
<b>Issue PQQ Packs</b>	<b>26<sup>th</sup> March 2012</b>
<b>Last date for receipt of PQQ Clarifications</b>	<b>30<sup>th</sup> April 2012</b>
<b>Closing date for receipt of PQQs</b>	<b>8<sup>th</sup> May 2012</b>
<b>Issue of Invitations to Tender</b>	<b>11<sup>th</sup> June 2012</b>
<b>Closing date for receipt of tenders</b>	<b>23<sup>rd</sup> July 2012</b>
<b>Interviews</b>	<b>W/C 3<sup>rd</sup> September 2012</b>
<b>Contract Notification (subject to Alcatel)</b>	<b>W/C 24<sup>th</sup> September 2012</b>
<b>Contract Award</b>	<b>W/C 8<sup>th</sup> October 2012</b>

5.1.2 It is anticipated that the contract will commence week commencing 5<sup>th</sup> November 2012.

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## 6.0 Pre-Qualification Questionnaire

**This page is to be presented as the front cover of your PQQ submission**

**Please ensure that your submission is set out in the order of this PQQ**

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Applicant Company Logo

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### Notice of Application

### Section A

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We have considered the information provided in the Pre-Qualification Questionnaire and (state organisation name below)

.....

can confirm our interest to apply for the role of:

**Development Agent for the Council House Building Programme**

Name: .....

Position: .....

Signature: .....

Date: .....

---

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## Organisation Details

## Section B

### 1. FULL NAME OF ORGANISATION TENDERING (of organisation acting as lead contact where a consortium bid is being submitted)

Company Name:

Registration Number (company, charity or industrial and provident society):

Trading Name of Company (if different from above):

Name of Immediate Parent Company (if applicable):

Name of Ultimate Parent Company (if applicable):

Registered Office Address (in full):

Address of other relevant offices:

VAT Registration Number:

TSA/HCA Registration Number (if registered):

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### 2. DETAILS OF THE LEAD CONTACT:

Name:

Position:

Telephone Number:

Fax Number:

E-mail:

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### 3. TYPE OF ORGANISATION:

- i. A public limited co.
- ii. A limited company
- iii. A limited liability partnership
- iv. Other partnership
- v. Sole trader
- vi. Other (please specify)

Date company was formed (dd/mm/yyyy)

If Limited, Date it was incorporated (dd/mm/yyyy)

---

#### 4. FULL NAMES OF DIRECTORS, PARTNERS AND COMPANY SECRETARY

Please list all the above including dates of appointment

---

#### 5. NON-UK BUSINESSES ONLY

5.1 Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in *Annexes IX A-C of Directive 2004/18/EC*) under the conditions laid down by that member state).

YES NO

5.2 Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?

YES NO

If yes, please provide details of what is required and confirm that you have complied with this.

---

#### 6. GROUNDS FOR MANDATORY & DISCRETIONARY REJECTION- APPENDIX A

Please complete all Questions in Appendix A

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#### 7. CONFLICT OF INTEREST:

7.1 Please state names and capacity employed of any Director, Partner, Proprietor or other Employee who has been employed by the Council within the past 5 years, where applicable

7.2 Please state if any Partner or other Employee has a relative who is a Member of, or is employed by the Council at a Senior Level. If so, please give details.

---

## 8. BUSINESS ACTIVITIES

8.1 Do you undertake any other form of business activity? YES NO

If **YES**, please give details, stating percentage of business directly undertaken relative to this procurement exercise:

8.2 Has your Company ever suffered a deduction of fees / payment due, as a result of negligence in respect of any contract within the last three years? YES NO

If **YES**, please give brief details

8.3 Has your Company ever had a contract terminated, or your employment determined under the terms of contract or been the subject of judicial criticism or ordered to pay costs because of default? YES NO

If **YES**, please give brief details

8.4 Has your Company ever had a contract not renewed for failure to perform to the terms of a contract? YES NO

If **YES**, give brief details

8.5 Are there any outstanding claims or litigation against your Company and/or your ultimate Holding Company? YES NO

If **YES**, give brief details

## 9. HEALTH AND SAFETY- EQUALITY IN EMPLOYMENT LEGISLATION-EMPLOYERS/TRADE ASSOCIATIONS

### 9.1 Health and Safety

**5% Score No page limit**

Do you have a Health & Safety Policy / Statement  
 YES NO

(Please provide a copy of your Health & Safety Policy / Statement)

Has your Company ever been the subject of a formal investigation by the Health and Safety Executive or a similar national body charged with supervision of health and safety standards?  
 YES NO

If YES, give brief details

### 9.2 Equality and Employment Legislation

**5% score no page limit**

A new Equality Act came into force on 1 October 2010. The Equality Act brings together over 116 separate pieces of legislation into one single Act. Combined, they make up a new Act that provides a legal framework to protect the rights of individuals and advance equality of opportunity for all.

The Act simplifies, strengthens and harmonises the current legislation to provide Britain with a new discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

The nine main pieces of legislation that have merged are:

- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976 / 2000 / 2003
- the Disability Discrimination Act 1995 /2003/ 2005
- the Employment Equality (Religion or Belief) Regulations 2003
- the Employment Equality (Sexual Orientation) Regulations 2003
- the Employment Equality (Sex Discrimination) Regulations 2005
- the Employment Equality (Age) Regulations 2006
- the Equality Act 2006, Part 2
- the Equality Act (Sexual Orientation) Regulations 2007.

9.2.1 Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the equality and non-discrimination laws listed above?  
 YES NO

(Please provide a copy of your Equal Opportunities Policy / Statement)

9.2.2 In the last three years has any finding of unlawful racial discrimination or other breach of these laws been made against your organisation by any court or employment tribunal?  
 YES NO

9.2.3 In the last three years has your organisation been the subject of formal investigation by any of the statutory equality commissions on grounds of alleged unlawful discrimination?  
YES NO

9.2.4 If the answer to 9.2.2 is YES, or in relation to question 9.2.3 a commission made a finding adverse to your organisation, what steps did you take in consequence of that finding?



**Economic and Financial Standing**
**Section C**
**10. ACCOUNTS INFORMATION:**
**10.1 PLEASE PROVIDE AT LEAST ONE OF THE FOLLOWING SET OUT BELOW**
**PASS/FAIL**

- A copy of your full audited accounts for the most recent 3 years  
**Please note:**
  - The last set of accounts must not be more than 18 months old.
  - The accounts must be certified by a certified/chartered accountant as auditor where applicable.
  - The accounts must be those of the applicants wishing to be included on the Council's select list, and not those of any holding company, or group or consolidated accounts.
  
- A statement of your turnover, profit & loss account and cash flow for the last five years of trading
  
- A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position
  
- Alternative means of demonstrating financial status if trading for less than a year

**NOTE – THESE DOCUMENTS ARE TO BE SUBMITTED AS PART OF YOUR CD ONLY – NOT IN HARD COPY. PLEASE ENSURE THAT THE FILE REFERENCE ON YOUR CD IS STATED HERE FOR CLARITY.**

**File Reference:**

**10.2** Please state below the NAME of the person in the company responsible for financial matters that Epping Forest District Council could contact relating to this application.

Name:

Position Held:

E mail:

Tel:

**11. TURNOVER SUMMARY:**

Please provide details of the published figures for the three previous financial years for your 'organisation'.

Name of Organisation:

Annual Turnover £ \_\_\_\_\_ for the year ended \_\_\_\_\_  
 (month/year)

Annual Turnover £ \_\_\_\_\_ for the year ended \_\_\_\_\_

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(month/year)

Annual Turnover £ for the year ended  
(month/year)

If your organisation is part of a group, please supply the figures for both your own organisation and the 'group'.

Name of Group (If not applicable please state N/A below):

Annual Turnover £ for the year ended  
(month/year)

Annual Turnover £ for the year ended  
(month/year)

Annual Turnover £ for the year ended  
(month/year)

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**12. BANK DETAILS:**

Banker's Name:

Branch Address:

Account Name:

Account Number(s):

A BANKER'S REFERENCE MAY BE TAKEN UP.

N.B. Please provide a letter of authority on header paper for the Council to take up these references.

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**13. INSURANCE INFORMATION**

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13.1 **Professional Indemnity Insurance:** £ \_\_\_\_\_ (Amount of Cover held)

Insurer: \_\_\_\_\_  
 Policy No: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_ (Please supply photocopy)

**Please note Epping Forest District Council requires a minimum of £2million cover.**

13.2 **Public Liability Insurance:** £ \_\_\_\_\_ (Amount of Cover held)

Insurer: \_\_\_\_\_  
 Policy No: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_ (Please supply photocopy)

**Please note Epping Forest District Council requires a minimum of £5 million cover.**

13.3 **Employers Liability Insurance:** £ \_\_\_\_\_ (Amount of Cover held)

Insurer: \_\_\_\_\_  
 Policy No: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_ (Please supply photocopy)

**Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and should be at least £10 million.**

13.4 Please use the box below for any comments you may have in respect of the above insurance section questions. **N.B. Please note you will be required to prove that you are insured to the appropriate level prior to the commencement of the contract should your bid be successful.**

13.5 **Please supply details of any insurance claim over £1,000 (other than motor car claims) for the past 5 years.**

Date	Type of claim	Amount

**13.6 Certificate of Incorporation under Section 13 of the Companies Act 1948 (if applicable).**

Please provide a photocopy.

**14, STAFFING**

14.1	How many staff does your organisation (including consortia members or named sub-contractors where appropriate) employ relevant to the carrying out of services and/or delivery of goods similar to those required under this contract?		
14.2	Please state below the total number of personnel regularly employed by the Applicant		
	<b>ROLE</b>	<b>NUMBERS</b>	<b>TYPES OF QUALIFICATIONS HELD</b>
	<b>Management/Professional</b>		
	<b>Support Staff</b>		
	<b>Casual staff</b>		
<b>Temporary staff</b>			
			<b>Yes / No</b>
<b>15 CONSORTIA AND SUB-CONTRACTING</b> Please answer all 3 questions		(a) Your organisation is bidding to provide the services required itself	
		(b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	
		(c) The Applicant is a consortium	
If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Applicant solely or together with other providers) will be responsible for the elements of the requirement.			

**Reference Details****Section D****16. REFERENCE INFORMATION:**

Please provide details of at least two existing clients to whom your organisation has provided a Development Agency service similar to those required by the Council within this contract.

On conclusion of the PQQ process the referees may be approached and requested to provide a response to a questionnaire that will be issued by the Council or John Bigby Housing Consultants Ltd. The responses will be received in confidence and will assist in assimilating details provided in the PQQ response by the applicant.

The referees provided must be for commissions that are similar to those proposed in terms of content and value. (The results of reference checking may indicate a "FAIL" should responses not reconcile with PQQ information).

Please note that none of your referees should be employees or councillors of the Council.

Please provide the following information for your 2 referees on one A4 page and cross reference to the questionnaire accordingly if appropriate.

- Contact Name:
- Organisation Name:
- Full Postal address:
- e-mail:
- Phone Number:
- Value of Contract:
- Title and description of Project:
- Start date:
- End date:

**17. DISPUTES**

Have you been involved in any contracts where a dispute with the client has resulted in withdrawal of services (either partial or full)?

If so please provide details of the contract, the client and a contact within the client organisation we may discuss this dispute with. The response to this question will be received in confidence and will assist in assimilating details provided in the PQQ response by the applicant.

<b>Technical and Professional Capacity</b>	<b>Section E</b>
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<b>18. PROJECT EXPERIENCE:</b>	
Please provide details of where you have provided a comprehensive Development Agent service that meets with, or is similar to, the Council's requirements for this service contract (see Section 4 of this PQQ).	<b>50.00% Total</b>
The details should include:	<b>6 Sides of A4 in total</b>
a) The Development Agent services you have provided over the past 3 years including a list of your main clients and their contact details	<b>15%</b>
b) How you manage and monitor the services provided on behalf of you Development Agency client(s).	<b>20%</b>
c) Information about the existing arrangements you have with a range of construction consultants required, or similar to those required, by the Council within this PQQ.	<b>15%</b>

<b>19. SITE APPRAISAL AND FORECASTING</b>	
	<b>20.00% in Total</b>
a) Site Appraisal (Technical and Capital Cost): Give your experience of, and approach to, appraising new sites to check suitability for either your own or your Development Agency clients' housing accommodation requirements.	<b>1 Side A4 (5%)</b>
b) Site Appraisal (Revenue): Give your experience of producing 30 year rental revenue feasibilities for either your own organisation or your Development Agency clients	<b>1 Side A4 (5%)</b>
c) Having accurate forecasting of the building programme and cash flow expenditure is critical to the Council's Business Plan and can significantly affect their costs. Outline your experience of managing this process and providing your own organisation or your clients with accurate up to date information throughout the build process	<b>1 Side A4(5%)</b>
d) The Council has identified a number of small Council garage sites with potential redevelopment opportunities. These sites are often difficult to redevelop. Provide details of your experience of developing garage or similar difficult sites	<b>1 Side A4 (5%)</b>

<b>20. QUALITY MANAGEMENT AND CONTINUOUS IMPROVEMENT:</b>	
a) Please show how your firm has an effective, auditable quality management system in place that manages your administration and the delivery of the	<b>10.00% in Total</b>

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service. Provide details of any management accreditation, such as ISO 9000, EFQM or its equivalent. Demonstrate how your process is applied to deliver a successful contract.

**1 Side A4 (5%)**

Please attach a copy of any certification (this is not included in your page allowance in response to this question)

b) Provide details of your experience and approach in continually improving the services you provide on projects (similar to the Council's Development Agency you are applying for), including evidence from previous projects of an ability to improve quality of the service and the products used; deliver the right service at the right time and save costs through innovation.

**1 Side A4 (5%)**

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## **21. PEOPLE – TRAINING AND RETENTION:**

**10.00% in Total**

Provide details of your company's approach to staff training, development and retention:

a) What specific training does your organisation provide to its employees to ensure the highest health and safety standards are maintained?

**1 Side A4 (5%)**

b) What is your attitude to providing work experience opportunities, apprenticeships and other training / career opportunities to Council tenants and other residents from the Epping Forest District?

**1 Side A4 (5%)**

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**Declaration**
**Section F**

**WHEN YOU HAVE COMPLETED THE QUESTIONNAIRE, PLEASE READ & SIGN THE SECTION BELOW:**

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the questionnaire. I/We understand that false information will result in my/our exclusion from the shortlist.

I/We also understand that it is a criminal offence, to give or offer any gift, or to offer any gift or consideration whatsoever as an inducement or reward to any servant or a Public Body and that any such action will result in my/our exclusion from the shortlist.

Please note that the term "Company" refers to: sole proprietor, partnership, incorporated company or co-operative etc., as appropriate. The undertaking should be signed by the applicant, a partner or authorised representative in his/her own name and on behalf of the Company.

Signed

For and on behalf  
of\*

Name\*

Designation\*

Date

\*(in BLOCK CAPITALS)

**PLEASE NOTE**

All information is processed in the strictest confidence.

All enquiries with respect of this application should in the first instance be made to:

**John Bigby**  
**The Council's Representative**  
**Telephone: 07904 630968**  
**Email: Info@johnbigby.co.uk**

(Individual Departments are not at liberty to reply directly to enquiries relating to any parts of this application).

**FREEDOM OF INFORMATION**

As part of our duty under the Act, when a Freedom of Information request is received, we may have to disclose information that forms part of your PQQ, tender, bid or associated documentation unless an exemption applies as defined by the Act.

There are, for example, exemptions:



- against disclosing information where that would constitute an actionable breach of confidence
- against disclosing trade secrets
- against disclosing information likely to prejudice any person's commercial interests (and this includes the Council's commercial interests).

The Council will be mindful of the potential commercial risks to you as a prospective supplier and will comply with its obligations of confidentiality where they arise, subject to its legal obligations.

**If you consider that any of the information you submit to the Council should not be disclosed because of its sensitivity, then this should be stated with the reason for believing it to be exempt in accordance with the Act.** The Council will then, in future, seek to consult with you in considering any Freedom of Information request received, before replying to the request within the mandatory timescales.

It should be noted, however, that disclosure is assumed to be required under the law unless an exemption under the Act can be applied and, subject to the enforcement role of the Information Commissioned, the Council has to make a judgment as to the applicability of any exemption on the basis of all the facts in its possession, including its assessment as to whether there is a public interest in such disclosure.

## 7.0 Appendix A – Grounds for Mandatory and Discretionary Rejection

### **Important Notice:**

**In some circumstances the Authority is required by law to exclude you from participating further in a procurement exercise. 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.

<b>7.1 Grounds for Mandatory Rejection</b>	
<b>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?</b>	<b>ANSWER</b>
(a) 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 (as amended);	
(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);	
(c) the offence of bribery;	
(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:	
(i) the offence of cheating the Revenue;	
(ii) the offence of conspiracy to defraud;	
(iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	
(v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;	
(vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	
(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;	
(e) money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	
(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.	

### **Important Notice.**

The Authority 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 the Authority 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.

<b>7.2</b>	
<b>IS ANY OF THE FOLLOWING TRUE OF YOUR ORGANISATION?</b>	<b>ANSWER</b>
(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;	
(b) <u>being a partnership constituted under Scottish 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	
(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?	
<b>Has your organisation</b>	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(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;	
(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	
e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	



## 8.0 Appendix B – PQQ Submission Checklist

Applicants should include this checklist as the front page of their PQQ Submission:

	PQQ Requirement	Document/Response Required	Included? Yes/No
	<b>Submission formats</b>	<b>One electronic copy and two hard copies</b>	
<b>Preliminary Requirements</b>			
1.	<b>Section A – Notice of Application Page 15</b>	<b>Completed Preliminary Sheet.</b>	
<b>Qualitative Requirements</b>			
2.	<b>Section B – Organisation Details</b>	<b>Completed Questions B1 – B9 and provided a copy of your organisation’s Health &amp; Safety Policy/Statement and Equal Opportunities Policy/Statement</b>	
3.	<b>Section C – Economic and Financial Standing</b>	<b>Completed Questions C10 – C15 and provided the required financial information including annexes for Sub contracting and Consortia, if applicable</b>	
4.	<b>Section D – Reference Assessment</b>	<b>Provided 2 References D16- D17</b>	
5.	<b>Section E – Technical and Professional Capacity</b>	<b>Completed Questions E18 – E21</b>	
7.	<b>Section F – Declaration</b>	<b>Signed Declaration Form</b>	
8.	<b>Appendix A-Grounds for Mandatory and Discretionary Rejection</b>	<b>Complete BOTH questionnaires</b>	