

NORTH LONDON WASTE AUTHORITY

SELECTION QUESTIONNAIRE

JULY 2020

ERF Construction Works for the North London Heat and Power Project

Selection Questionnaire Response Deadline: 13:00 on 11 September 2020

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1 INTRODUCTION

- 1.1 The Authority wishes to appoint a contractor to undertake the Works under the terms of the Contract and is inviting expressions of interest from Candidates interested in entering into the Contract.
- 1.2 This procurement is being conducted in accordance with the competitive dialogue procedure under the PCR 2015. Candidates are deemed to fully understand the processes that the Authority is required to comply with under relevant European and UK legislation. The laws of England and Wales shall apply for the purposes of all proceedings relating to the Procurement Process and any contract entered into pursuant to the Procurement Process.
- 1.3 The purpose of the SQ is to enable the Authority to assess the suitability of potential Candidates to provide the Works and determine which Candidates will be invited to submit detailed solutions. Only those Candidates who pass all SQ evaluation criteria as set out in this document will be invited by the Authority to submit detailed solutions. This document sets out the instructions for the pre-qualification process, the questions and the procedure by which responses will be evaluated and Candidates shortlisted.
- 1.4 The SQ is provided with an MOI which sets out the background information on the Authority, the NLHPP Programme and the Works. The meanings of the terms used in the SQ are as defined in Appendix 3 (*Glossary*) and/or the MOI.
- 1.5 SQ Responses will be evaluated in accordance with the evaluation guidance set out in Appendix 1 (*Selection Questionnaire Evaluation*).
- 1.6 At this stage of the procurement, Candidates should complete and return their SQ Response and other information requested by the Authority by the SQ Response Deadline. Following an evaluation of the SQ Responses that are received by the Authority by the SQ Response Deadline, the Authority will seek to validate the SQ Responses of the three (3) Candidates with the highest total weighted score and who have passed all parts of the evaluation. Subject to the SQ Validation Process, these Candidates will be invited to submit detailed solutions. Should a Candidate fail to validate its SQ Responses as part of the SQ Validation Process, the Candidate with the next highest total weighted score and who has passed all parts of the evaluation will, subject to completing the SQ Validation Process, be invited to submit a detailed solution, and so on.
- 1.7 The Authority will issue the ISDS to shortlisted Candidates. Candidates should note that the Contract includes a term requiring the successful Tenderer to:
 - 1.7.1 provide apprenticeships for a minimum of ninety (90) individuals, either as part of the successful Tenderer's own corporate apprenticeship scheme or through a construction industry shared apprenticeship scheme;
 - 1.7.2 provide a minimum of one hundred and eighty (180) training placements each of two (2) weeks' duration that gives rise to the individual obtaining a tangible benefit such as a construction skills certification scheme card or membership of a similar construction industry scheme that would be advantageous to finding onward employment within the construction industry; and
 - 1.7.3 ensure that (and procure that each of its subcontractors ensure that) each of its employees and workers, including temporary or agency employees and workers, apprentices and on-site skills training trainees working primarily at the site are paid an hourly gross wage (or equivalent) that is no less than the then prevailing London Living Wage, and are employed on terms and

conditions at least equivalent to those required by the National Agreement for the Engineering Construction Industry.

- 1.8 The Works form part of a wider programme of works that are being performed on an operational site which presents a set of challenges and risks. As part of the process of managing those risks the Authority intends to take out and maintain an Owner Co-ordinated Insurance Programme (OCIP) which will provide the following insurance cover:
- 1.8.1 Construction “All Risks” Insurance (including Terrorism);
 - 1.8.2 Third Party Public and Products Liability Insurance;
 - 1.8.3 Marine Cargo Insurance; and
 - 1.8.4 Contractor’s Pollution Liability Insurance.

Candidates should note that the insurances referred to in paragraph 1.8 (Introduction), will be taken out and maintained by the Authority in relation to these Works, provided that the OCIP is in place in time for the Contract. Candidates should self-certify in response to questions 8.1.a.i, 8.1.a.iii, and 8.1.a.iv as the successful Tenderer will be required to have these policies in place should the OCIP not be in place. The Authority will confirm the required position in the ISFT.

2 GENERAL CONDITIONS

2.1 Disclaimer

- 2.1.1 The information provided in the SQ and the MOI has been prepared in good faith but does not purport to be comprehensive or to have been independently verified. Candidates should carry out their own due diligence checks and themselves verify the accuracy of any information provided.
- 2.1.2 Neither the Authority nor its advisers, members, partners, employees, officers, other staff, agents or Constituent Boroughs:
- 2.1.2.1 make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the information in the SQ, the MOI or any part of them;
 - 2.1.2.2 accept any responsibility for the information contained in the SQ or the MOI or for their fairness, accuracy or completeness; and/or
 - 2.1.2.3 accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 2.1.3 Nothing in the SQ is, or shall be, relied on as a promise or representation as to the future. The information is only intended as an explanation of the Authority's requirements and is not intended to form the basis of any Candidate's decision on whether to enter into the Contract or any contractual relationship with the Authority.
- 2.1.4 The Authority does not undertake to provide Candidates with access to additional information or to update the information in the SQ, but will provide Candidates with additional information to which the Authority has access and which Candidates may reasonably require in order to make their SQ Responses, provided, where applicable, a request for such information is made in accordance with the details contained in the SQ document. The Authority is carrying out investigations of the area in which the Works will be carried out. The Authority will make the results of these investigations available to Tenderers in the ISDS, as set out in Table 1: Timetable, in paragraph 3.4 (Timetable). Tenderers will be expected to have considered this information in formulating their tenders.
- 2.1.5 The Authority reserves the right to issue amendments or modifications to the SQ and/or tender documentation and/or Timetable. Any such amendments will be published in accordance with the PCR 2015 and SQ Responses will be assumed to take account of any such modifications and amendments (unless the Authority, acting reasonably, expressly indicates otherwise), and any such amendments or modifications will not necessarily lead to an extension of the SQ stage or any other stage of the Procurement Process. Under no circumstances shall the Authority or its staff, agents or advisers incur any liability whatsoever in respect of such matters.
- 2.1.6 Only the express terms of the Contract as and when it is executed shall have any contractual effect in connection with the matters to which it relates. The Contract will be governed by English law.

2.2 Candidate's Warranties

In making its SQ Response, each Candidate warrants, represents and undertakes to the Authority that:

- 2.2.1 all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Authority by the Candidate, its staff or agents in connection with or arising out of the SQ are true, complete and accurate in all respects, both as at the date communicated and as at the date of the SQ Response;
- 2.2.2 it has made its own investigations and undertaken its own research and due diligence, and has satisfied itself in respect of all matters (whether actual or contingent) relating to the SQ and that it has not made its SQ Response in reliance upon any information, representation or assumption which may have been made by or on behalf of the Authority (with the exception of any information which is expressly warranted by the Authority); and
- 2.2.3 it has full power and authority to respond to the SQ and to perform the obligations in relation to the Works and will, if requested, produce evidence of such to the Authority.

2.3 Continuing Application

- 2.3.1 In submitting an SQ Response it will be implied that Candidates accept all the provisions of the SQ including these terms and conditions.
- 2.3.2 Paragraph 2.2 of the SQ (Candidate's Warranties) shall be deemed to be repeated at each and every stage of the Procurement Process up to and including close of clarifications with any selected Candidate and shall, for the avoidance of doubt, apply to all further information and documentation provided or made available as part of the Procurement Process.
- 2.3.3 At any time during the Procurement Process the Authority may require a Candidate to supply evidence to support its SQ Response. It is advisable, therefore, that Candidates ensure that such evidence can be made available upon request. The Authority reserves the right to deselect a Candidate prior to any award of contract, in the event that evidence to support the Candidate's SQ Response is not provided upon request at the relevant time. Candidates may further be asked, at any time in the Procurement Process, to clarify parts of their SQ Response or to provide more detail.
- 2.3.4 The Authority accepts that, in a process of this nature, it is possible that Candidates may wish to adjust the members of the consortium, change sub-contractors, or changes may occur to the financial position of the Candidate or consortium members. Therefore, if, at any time during the Procurement Process, there are any changes to the information provided by Candidates (including information concerning contracting structures or the members and the structure of any consortium) the Candidate must advise the Authority as soon as practicable, even if its SQ Response has been submitted prior to the SQ Response Deadline.
- 2.3.5 The Authority reserves the right to consider the effect of any changes and may request that a Candidate re-submit its SQ Response so that it may assess the Candidate's changed response to the SQ. The Authority reserves

the right to impose conditions on, or disqualify any Candidate who makes or suffers changes to any aspect of their SQ Responses, where such changes lead to a deterioration in the score that was obtained by that Candidate, unless substantial justification can be provided to the satisfaction of the Authority.

- 2.3.6 By responding to the SQ, all Candidates shall be deemed to have consented to future changes in any other Candidate's contracting structure, consortium structure or membership. The Authority will assess the effect that any changes may have on those Candidates continuing to be included in the Procurement Process and will take the steps necessary to ensure the Authority meets its legal and procurement obligations.

2.4 Confidentiality

- 2.4.1 For the purposes of this procurement "**Authority Confidential Information**" means all information (written or otherwise) provided by the Authority to Candidates in the course of their involvement in all or any stages of the Procurement Process, including the information contained in the SQ and other documents, other information provided to Candidates whether orally or in writing, including any draft or final tender documents issued by the Authority, or information learnt by the Candidate through its participation in interviews or meetings with the Authority.
- 2.4.2 For the avoidance of doubt, however, Authority Confidential Information does not mean information which the Candidate can prove to the Authority's reasonable satisfaction is in or subsequently enters the public domain (other than as a result of a breach of this obligation) or information which is necessarily disclosed pursuant to a statutory obligation.
- 2.4.3 The Authority Confidential Information is made available on the condition that it is treated as confidential by the Candidate and its advisers or sub-contractors and is not disclosed, copied, reproduced, distributed or passed to any other person at any time except as part of developing a response to the Authority.
- 2.4.4 During the procurement period, Candidates may disclose to the Authority information which they would like to keep confidential ("**Candidate Confidential Information**"). The Authority will not disclose Candidate Confidential Information communicated as such to it by any Candidate, subject to the provisions of the SQ.
- 2.4.5 Candidates must be aware that at key stages in this procurement, the Authority may need to disclose detailed information relating to SQ Responses and make available for inspection the key documents to its advisers, the Constituent Boroughs, other public sector bodies and the Operator for the purposes of progressing the procurement.

2.5 FOIA and EI Regulations

- 2.5.1 The Authority is subject to the provisions of the FOIA and the EI Regulations. The FOIA and EI Regulations provide a general right of access to information held by public authorities.

- 2.5.2 The FOIA and EI Regulations provide for information to be exempt from the general right of access in certain circumstances, for example where the information has been provided in confidence, is a trade secret, or where release would or would be likely to prejudice commercial interests. The Authority has to comply with its statutory duties and if information is requested the Authority will be forced to disclose such documentation, irrespective of a Candidate's wishes, if it is not covered by an exemption under the FOIA or EI Regulations. Please also note that the availability of some exemptions is subject to a test of whether the public interest lies in disclosing the information or keeping it confidential.
- 2.5.3 Candidates are required to identify any information contained in their SQ Response which they would prefer not to be released if a request under the FOIA or EI Regulations is received. Requests for information which are to be treated as commercially confidential should accompany the Candidate's responses and must include a clear and substantive justification (which the Authority is able to disclose) together with a time limit after which any such information may be disclosed. Candidates should make sure that any information that they consider commercially confidential is clearly marked as such (preferably by marking each relevant page of the document "Commercially Confidential"). Candidates should be aware that a SQ Response that indicates that all of the information provided within that SQ Response is confidential, without a clear and substantive justification, is unlikely to satisfy the requirements for an exemption under the FOIA or EI Regulations.
- 2.5.4 If the Authority receives a request under the FOIA or EI Regulations for the release of information which has been provided by a Candidate, the Authority will use reasonable endeavours to consult with the relevant Candidate as soon as practicable where it considers that the requested information may include exempt information relating to that Candidate. Where the Authority consults with the Candidate, the Candidate must respond to the Authority's requests urgently, so that the Authority can comply with its obligation to answer a FOIA or EI Regulations request within the relevant statutory time limit. If a Candidate fails to respond promptly to the Authority's request, the Authority reserves the right to release the information.
- 2.5.5 The decision on what is, or is not, exempt information shall be determined by the Authority having considered the representations of the Candidate. Candidates should note however, that ultimately the decision as to whether or not the Authority will have to release certain information, may be made by a body other than the Authority. The Authority shall not be liable for any loss, damage, harm or other detriment however caused arising from any disclosure of information under the FOIA, EI Regulations or other legislation governing access to information including guidance notes and codes of practice issued by the Information Commissioner.

2.6 **Canvassing**

Any Candidate who, in connection with this procurement:

- 2.6.1 offers any inducement, fee or reward to any member, director, officer, employee or agent of the Authority or of any Constituent Borough or any person acting as an adviser for the Authority;

2.6.2 does anything which would constitute a breach of the Bribery Act 2010 or under section 117 of the Local Government Act 1972; or

2.6.3 contacts any of the persons referred to in paragraph 2.6.1 (Canvassing) about any aspect of the procurement, except as authorised in the SQ,

may be disqualified without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Candidate may attract.

2.7 **Non-Collusion**

2.7.1 Any Candidate who, in connection with this procurement:

2.7.1.1 fixes or adjusts the manner or context of its response by or in accordance with any agreement or arrangement with any other Candidates;

2.7.1.2 enters into any agreement or arrangement with any other Candidate that it shall refrain from participating in this procurement;

2.7.1.3 causes or induces any person to enter such agreement as is mentioned in this paragraph 2.7.1 (Non-Collusion);

2.7.1.4 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 anything in relation to any other response or proposed response;

2.7.1.5 communicates to any person other than the Authority the contents of its SQ Response (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the SQ Response (e.g. for insurance, a performance bond)); or

2.7.1.6 carries out any other co-operation or collusion which the Authority considers has actually or potentially undermined competition,

may be disqualified (without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Candidate may attract).

2.7.2 For the avoidance of doubt, consortium members within a Candidate making an SQ Response are permitted to discuss, agree and communicate such matters with other such consortium members as necessary for the preparation of that Candidate's SQ Response.

2.7.3 Where a consortium member is also a sub-contractor to another Candidate or Candidates, whether at the time of the making of any SQ Response or subsequently, then:

2.7.3.1 as a potential sub-contractor, they should advise the relevant Candidate that they are also participating as a consortium member

within another Candidate and, where relevant, as a sub-contractor to another Candidate; and

2.7.3.2 care should be taken by all parties to ensure that any information passing between the relevant Candidate and the sub-contractor relates solely to the construction of the relevant sub-contract and that any information provided by one party to the other is provided on a strictly “need to know” basis and in compliance with the provisions of this paragraph 2.7 (Non-Collusion).

2.7.4 Whilst a company may be a consortium member of one Candidate, and a sub-contractor of another Candidate, if more than one consortium is relying on the technical references and/or the economic or financial standing of a consortium member or sub-contractor, the Authority will only invite the highest scoring such Candidate to proceed to the detailed solutions stage.

2.8 **Copyright**

2.8.1 The copyright in the SQ (and any document issued as supplemental to it) is vested in the Authority and the SQ may not be reproduced, copied or stored in any medium for any purpose other than preparing the Candidate’s SQ Response without the prior written consent of the Authority.

2.8.2 All documents supplied by the Authority in relation to the SQ are and shall remain the property of the Authority.

2.9 **Publicity**

Candidates shall not undertake (or permit to be undertaken) at any time, whether at this stage or after any Contract award, any public statement or any publicity activity with any section of the media in relation to the procurement of the Works other than with the prior written agreement of the Authority. In this paragraph 2.9 (Publicity) the word “media” includes radio, television, newspapers, trade and specialist press, the internet, social media and e-mail accessible by the public at large and the representatives of such media.

2.10 **Submission Costs**

Candidates will bear their own costs of submission and preparation of the SQ Response, and any subsequent clarification or activity as part of the Procurement Process. The Authority reserves its position as to whether or not it will enter into contractual arrangements, and participating in the Procurement Process will be entirely at the Candidate’s risk. The Authority shall bear no liability whatsoever for the outcome of the Procurement Process and shall not be liable for the costs of SQ Response preparation, clarification, or any loss of profit or other economic loss incurred by Candidates or their sub-contractors. Any and all liability is expressly disclaimed and excluded to the maximum extent permissible by law. The exclusions of liability in this paragraph 2.10 (Submission Costs) do not exclude liability for death or personal injury caused by the Authority or its staff or advisers’ negligence and/or fraud or fraudulent misrepresentation by the Authority or its staff or advisers.

2.11 **Conflict of Interest**

2.11.1 Candidates shall ensure that (other than as disclosed to the Authority), no actual or potential conflict of interest exists, or will come into existence

without prior disclosure to the Authority during the course of the Procurement Process.

2.11.2 The Authority reserves the right to disqualify a Candidate at any point during the Procurement Process should an actual or potential conflict of interest arise. The Authority will seek to manage conflicts but may need to disqualify a Candidate and/or supply chain members where there is a potential conflict of interest (subject always to the Authority applying the principles of transparency, equal treatment, proportionality and non-discrimination).

2.11.3 Candidates shall review carefully the prior or current involvement of the Candidate (including consortium members, as appropriate) and its supply chain members with:

2.11.3.1 the Authority (and those parties who have been involved in advising the Authority) on matters relating to this procurement or in the preparation of documents or information; or

2.11.3.2 any of the Candidates (past and present) involved in the preparation of the documents for this procurement, and

contact the Authority prior to submission of any SQ Response to discuss any potential/actual conflicts that they have identified and provide sufficient proof to the satisfaction of the Authority that such involvement is not capable of distorting competition.

2.12 **Point of Contact**

For all communications with the Authority and/or enquiries regarding documentation relating to this procurement, and if there is any difficulty with accessing any documents or references cited, please contact the Authority through the Portal.

2.13 **Right to Cancel, Clarify or Vary the Procurement Process**

2.13.1 Neither the issue of the SQ nor any information given later on in the Procurement Process commits the Authority to award any contract pursuant to this procurement and/or constitutes an offer to enter into the Contract or any contractual relationship.

2.13.2 The Authority reserves the right to:

2.13.2.1 discontinue the Procurement Process;

2.13.2.2 cancel the whole or any part of the Procurement Process at any stage;

2.13.2.3 require a Candidate to clarify its/their submission in writing and/or provide additional information. Failure to respond adequately may result in a Candidate not qualifying; and/or

2.13.2.4 amend the terms and conditions of the Procurement Process.

2.13.3 The Authority or any of its advisers will not be liable for any costs and/or expenses howsoever incurred by, or on behalf of the Candidates in this

Procurement Process as a result of any clarification, variation or cancellation of the whole or part of this Procurement Process.

2.14 Right to Reject or Disqualify a Candidate

In addition to the grounds set out elsewhere in the SQ, Candidates should note that the Authority reserves the right to reject or disqualify the Candidate or any consortium members from selection where:

- 2.14.1 the SQ Response is submitted late, is completed incorrectly, is incomplete or fails to meet the Authority's submission requirements which have been notified to Candidates;
- 2.14.2 the Candidate fails to comply with the requirements and conditions of the Authority set out in the SQ;
- 2.14.3 the Candidate or any consortium member is guilty of a serious misrepresentation in relation to its SQ Response and/or the Procurement Process;
- 2.14.4 the Candidate, in connection with this procurement, colludes with another Candidate with a view to disrupting the fairness and competitiveness of the Procurement Process (without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability that such conduct by a Candidate may attract);
- 2.14.5 there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Candidate or any consortium member which has not been addressed to the satisfaction of the Authority;
- 2.14.6 the Candidate fails to meet any thresholds or evaluation criteria as set out in the SQ; and/or
- 2.14.7 the Candidate and/or any consortium member must be excluded under Regulation 57 of the PCR 2015 at any stage during the Procurement Process.

3 SELECTION QUESTIONNAIRE PROCESS

3.1 Purpose

The purpose of the pre-qualification process is to select a shortlist of Candidates to proceed to the next stage of the Procurement Process (detailed solutions stage). The intended outcome of the SQ is to arrive at a shortlist of suitably qualified Candidates for formal ISDS. The Authority intends to invite the three (3) Candidates with the highest total weighted score and who have passed all parts of the evaluation to proceed to the detailed solutions stage. In the event that there are less than three (3) suitably qualified Candidates, the Authority may take through the number (less than three (3)) of suitably qualified Candidates, provided that there is sufficient number of Candidates to ensure a genuine competition.

3.2 SQ Response

- 3.2.1 All questions must be answered. If you consider a question does not apply to you, please insert 'NOT APPLICABLE' clearly and in the appropriate place, together with an explanation of why you consider the question is not applicable.
- 3.2.2 All responses must be concise, however, the Authority expects Candidates to provide written answers to each question. Candidates may provide supporting documents to supplement their written answers but must not simply reference a separate policy or document in their response without specifically addressing the question and signposting the relevant section(s) of the supporting documents. Where the question requires a narrative response, please limit the length of the response to a maximum of one thousand five hundred (1,500) words or three (3) pages (whichever is the lesser) per question excluding supporting documents or attachments (which should be genuinely supporting documents or attachments, and should not be used as a means to circumvent the response limit). If a response exceeds one thousand five hundred (1,500) words or three (3) pages (whichever is the lesser), those words over the one thousand five hundred (1,500) word or three (3) page (whichever is the lesser) limit will not be taken into account.
- 3.2.3 For answers to Part 3, questions 8.4.1A to 8.4.19 – please ensure that you provide, where appropriate, evidence that policies, processes and procedures are followed and are effective. This may include (but is not limited to) excerpts of meeting minutes, records of site visits, incident investigations etc. Effectiveness may be demonstrated, for example, by means of audit results, incident rate changes or any other means that achieves the result.
- 3.2.4 All responses must be typed in single spacing and Arial 11 point font, left justified in the boxes and tables provided in this form, or on separate sheets where stipulated in the document. The size of boxes and tables may be altered to accommodate responses, provided the overall number of words does not exceed the word limit outlined in paragraph 3.2.2 (SQ Response). Save as aforesaid, the form must not be amended by Candidates as it sets out the Authority's requirements. The Authority reserves the right to disqualify a Candidate that amends the form or any requirements specified by the Authority.
- 3.2.5 SQ Responses must enclose all supporting documents requested and mark each with the name of the Candidate, consortium member or sub-contractor

(as appropriate) and the number of the question to which it relates. Please provide a list of all attachments accompanying the SQ Response.

- 3.2.6 This form must be completed in English. Documents not in English must be accompanied by an English translation and a certificate from a bona fide independent translator attesting the authenticity of the translation.
- 3.2.7 All monetary values should be in pounds sterling. Where Candidates are converting monetary values from foreign currency to pounds sterling these must be calculated using the closing exchange rates as at the final date of the period to which the information relates.
- 3.2.8 Candidates should note that the following questions are taken from the Crown Commercial Service's standard SQ: 1, 2, 3, 4, 5, 7, 8.2a and 8.3. Questions 4.1, 5.1, 5.2, 5.3 and 6 from the standard SQ have been modified to reflect the particular needs of this procurement.
- 3.2.9 Candidates should note that the following questions are taken from PAS 91: 2013+A1:2017, Construction Pre-Qualification Questionnaires: 8.1, 8.4 (other than 8.4.1A), 8.5, 8.6, 8.7 and 8.8.
- 3.2.10 Candidates should note that the following questions have been developed specifically for this SQ and reflect the requirements of the Authority: 4.2, 4.3, 8.2b, 8.4.1A, and 8.9. Questions 4.2 and 4.3 have been informed by the Government Commercial Function Guidance Note 'Assessing and Monitoring the Economic and Financial Standing of Suppliers', published in July 2019.

3.3 Submitting the SQ Response

- 3.3.1 All documents comprising the SQ Response must be completed and uploaded to the Portal no later than the SQ Response Deadline. Where documents are embedded within other documents, Candidates must upload separate copies of the embedded documents.
- 3.3.2 All electronic versions should be in formats compatible with Word, Excel and PowerPoint for Microsoft 365; Oracle Primavera P6; and/or Adobe Reader DC; flow charts and similar may be presented in Visio; drawings in Autodesk AutoCAD, DWG-format, for 2D drawings; Autodesk NavisWorks, NWD-format, for viewing of 3D models; photographic material should be in jpeg format or pdf; any outputs from specialised engineering software should be presented at a suitable scale on PDF up to A3 size and meet reasonable readability requirements, or, where inserted in a Word document they should be as an embedded picture (e.g. JPEG); any video or moving image should be in MPEG, MP4, MOV..
- 3.3.3 Candidates should note that the Authority reserves the right to terminate any ensuing Contract with the Candidate at any time if it is discovered that the Candidate has made any false statement or serious misrepresentation in its SQ Response or any subsequent document; or the Candidate has been in one of the situations mentioned in Regulation 57(1) of the PCR 2015.

3.4 Timetable

The estimated key stages for the SQ and the remainder of the Procurement Process are set out in Table 1: Timetable below. The Authority reserves the right at its

absolute discretion at any time to amend the Timetable. The Authority is considering changes to the Timetable which would have the benefit of shortening the Procurement Process. The immediate change would be to bring forward the issue of the ISDS to early October, for return on 30 April 2021. Overall, the timetable would lead to an award of Contract in early 2022, rather than the current timetabled date of June 2022. In the event of this or any other such change, all Candidates will be notified in writing.

Table 1: Timetable

Event	Date
Issue of call for competition by publishing procurement documents on SIMAP	10th July 2020
Clarifications deadline – deadline for clarification requests to be submitted to the Authority	13:00 on 7th August 2020
Authority issues final SQ clarification requests with the Authority’s responses	21st August 2020
SQ response deadline	13:00 on 11th September 2020
SQ evaluation and validation process commences	14th September 2020
SQ evaluation and validation process and SQ scoring process complete and outcomes notified	2th November 2020
Issue ISDS	6th November 2020
Site visits and clarification meeting #1	24th November 2020
ISDS clarifications request deadline – deadline for clarification requests to be submitted to the Authority #1	4th December 2020
ISDS clarifications response deadline – deadline for Authority to respond to Tenderers #1	18th December 2020
Site visits and clarification meeting #2	26th January 2021
ISDS clarifications request deadline – deadline for clarification requests to be submitted to the Authority #2	23rd February 2021
ISDS clarifications response deadline – deadline for Authority to respond to Tenderers #2	5th March 2021
Detailed Solutions submitted	13:00 on 30th April 2021
Pre-Dialogue Evaluation Period	3rd May 2021] to 11th June 2021
Issue Pre-Dialogue Evaluation Scores to Candidates	18th June 2021

Dialogue period	1st July 2021 to 30th November 2021
Health and safety site visits	1st July 2021 to 30th September 2021
Behavioural assessments	1st July 2021 to 30th November 2021
Issue ISFT	1st December 2021
ISFT clarifications request deadline – Deadline for clarification requests to be submitted to the Authority	17th December 2021
ISFT clarifications response deadline – Deadline for Authority to respond to Tenderers	23rd December 2021
Final tenders submitted	25th February 2022
Evaluation period	1st March 2022 to 29th April 2022
Notification of Contract award decision	2nd June 2022
“Standstill” period	2nd June 2022 to 28th June 2022
Confirm award of Contract	30th June 2022
Effective date	1st July 2022
Access date – East Area	1st October 2022
Access date – West Area	31st March 2023

4 AUTHORITY SELECTION QUESTIONNAIRE EVALUATION METHODOLOGY

- 4.1 The Authority will evaluate all SQ Responses in accordance with the PCR 2015 and EU Directive 2014/24. The Authority will treat all applications in line with the principles of transparency, equal treatment, non discrimination and proportionality.
- 4.2 Candidates should refer to Appendix 1 (*Selection Questionnaire Evaluation*) for details of the scoring system and evaluation approach that the Authority will apply when evaluating SQ Responses. Candidates should note that the Authority will validate the SQ Responses of the three (3) Candidates with the highest total weighted score and who have passed all parts of the evaluation prior to inviting those Candidates to tender. Those Candidates are required to provide the Authority with the SQ Validation Information within five (5) Business Days of request.

5 CLARIFICATIONS

- 5.1 Any clarifications relating to the SQ must be submitted in writing, sent using the point of contact in paragraph 2.12 (Point of Contact). Enquiries should be received by the Authority no later than 13:00 on 4 August 2020.
- 5.2 The Authority will respond to all reasonable clarifications as soon as possible through publishing the Candidates' questions and the Authority's response to them on the Portal. If a Candidate wishes the Authority to treat a clarification as confidential and not issue the response to all Candidates, it must state this when submitting the clarification. If, in the opinion of the Authority, the clarification is not confidential, the Authority will inform the Candidate and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Candidates.
- 5.3 Candidates are advised not to rely on communications from the Authority in respect of the Works or SQ unless they are made in accordance with these instructions.
- 5.4 The Authority reserves the right (but is not obliged) to seek clarification of any aspect of an SQ response where necessary for the purposes of carrying out a fair evaluation. Candidates are asked to respond to such requests promptly and within the period indicated by the Authority. If no answer is returned by the deadline given, then the Authority shall evaluate based on the Candidate's original SQ Response. Vague or ambiguous answers are likely to score poorly or render the SQ Response non-compliant.

SELECTION QUESTIONNAIRE

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures the Candidate has taken to rectify the situation (this is "self-cleaning").

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration and their information must be included in Appendix 5 (*Financial Viability Risk Assessment Questionnaire*) (although sub-contractors that are not relied upon do not need to complete the self-declaration). Where a Candidate is relying on a parent company or sub-contractor to meet the selection criteria in respect of Economic and Financial Standing, you should prove to the Authority that you will have at your disposal the resources necessary, for example by producing a commitment by the parent company or relevant sub-contractor to that effect.

When completed, this form is to be sent back to the contact point referred to in the procurement documents along with the selection information requested in the procurement documentation.

Alternatively you can submit the completed Exclusion Grounds of the [EU ESPD \(Part III\)](#) as a downloaded XML file along with the selection information requested in the procurement documentation.

Selection Questions: Part 3

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to amend the Contract award decision and award to the next compliant Candidate.

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three (3) years. If a contract has been entered into you may be sued for damages and the Contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five (5) years.

Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this Procurement Process.
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 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 (SPV); or other form of entity.
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.
4. The authority 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 authority 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 authority will make a revised assessment of the submission based on the updated information.
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.
6. All sub-contractors are required to complete Part 1 and Part 2. Please also note the requirements of the Financial Viability Risk Assessment Questionnaire set out in Appendix 5 as they apply to sub-contractors.
7. 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.

The authority 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 authority is under a legal or regulatory obligation to make such a disclosure.

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 (taken from the Crown Commercial Service's standard SQ)		
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	

Section 1 Potential supplier information (taken from the Crown Commercial Service's standard SQ)		
Question number	Question	Response
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)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: i) Name; ii) Date of birth; iii) Nationality; iv) Country, state or part of the UK where the PSC usually lives; v) Service address; vi) The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); vii) Which conditions for being a PSC are met: 1. Over 25% up to (and including) 50%, 2. More than 50% and less than 75%, 3. 75% or more. (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: 1. Full name of the immediate parent company; 2. Registered office address (if applicable); 3. Registration number (if applicable); 4. Head office DUNS number (if applicable); 5. Head office VAT number (if applicable). (Please enter N/A if not applicable)	

Section 1	Potential supplier information (taken from the Crown Commercial Service's standard SQ)	
Question number	Question	Response
1.1(p)	Details of ultimate parent company: 1. Full name of the ultimate parent company; 2. Registered office address (if applicable); 3. Registration number (if applicable); 4. Head office DUNS number (if applicable); 5. 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 control in them.

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

Section 1	Bidding model (taken from the Crown Commercial Service's standard SQ)	
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 Candidate 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"/>

Section 1	Bidding model (taken from the Crown Commercial Service's standard SQ)																																																												
Question number	Question	Response																																																											
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> <table border="1" data-bbox="368 479 1372 1648"> <tbody> <tr> <td data-bbox="368 479 603 562">Name</td> <td data-bbox="603 479 786 562"></td> <td data-bbox="786 479 970 562"></td> <td data-bbox="970 479 1153 562"></td> <td data-bbox="1153 479 1283 562"></td> <td data-bbox="1283 479 1372 562"></td> </tr> <tr> <td data-bbox="368 562 603 645">Registered address</td> <td data-bbox="603 562 786 645"></td> <td data-bbox="786 562 970 645"></td> <td data-bbox="970 562 1153 645"></td> <td data-bbox="1153 562 1283 645"></td> <td data-bbox="1283 562 1372 645"></td> </tr> <tr> <td data-bbox="368 645 603 696">Trading status</td> <td data-bbox="603 645 786 696"></td> <td data-bbox="786 645 970 696"></td> <td data-bbox="970 645 1153 696"></td> <td data-bbox="1153 645 1283 696"></td> <td data-bbox="1283 645 1372 696"></td> </tr> <tr> <td data-bbox="368 696 603 813">Company registration number</td> <td data-bbox="603 696 786 813"></td> <td data-bbox="786 696 970 813"></td> <td data-bbox="970 696 1153 813"></td> <td data-bbox="1153 696 1283 813"></td> <td data-bbox="1283 696 1372 813"></td> </tr> <tr> <td data-bbox="368 813 603 929">Head Office DUNS number (if applicable)</td> <td data-bbox="603 813 786 929"></td> <td data-bbox="786 813 970 929"></td> <td data-bbox="970 813 1153 929"></td> <td data-bbox="1153 813 1283 929"></td> <td data-bbox="1283 813 1372 929"></td> </tr> <tr> <td data-bbox="368 929 603 1012">Registered VAT number</td> <td data-bbox="603 929 786 1012"></td> <td data-bbox="786 929 970 1012"></td> <td data-bbox="970 929 1153 1012"></td> <td data-bbox="1153 929 1283 1012"></td> <td data-bbox="1283 929 1372 1012"></td> </tr> <tr> <td data-bbox="368 1012 603 1097">Type of organisation</td> <td data-bbox="603 1012 786 1097"></td> <td data-bbox="786 1012 970 1097"></td> <td data-bbox="970 1012 1153 1097"></td> <td data-bbox="1153 1012 1283 1097"></td> <td data-bbox="1283 1012 1372 1097"></td> </tr> <tr> <td data-bbox="368 1097 603 1149">SME (Yes/No)</td> <td data-bbox="603 1097 786 1149"></td> <td data-bbox="786 1097 970 1149"></td> <td data-bbox="970 1097 1153 1149"></td> <td data-bbox="1153 1097 1283 1149"></td> <td data-bbox="1283 1097 1372 1149"></td> </tr> <tr> <td data-bbox="368 1149 603 1397">The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td data-bbox="603 1149 786 1397"></td> <td data-bbox="786 1149 970 1397"></td> <td data-bbox="970 1149 1153 1397"></td> <td data-bbox="1153 1149 1283 1397"></td> <td data-bbox="1283 1149 1372 1397"></td> </tr> <tr> <td data-bbox="368 1397 603 1648">The approximate % of contractual obligations assigned to each sub-contractor</td> <td data-bbox="603 1397 786 1648"></td> <td data-bbox="786 1397 970 1648"></td> <td data-bbox="970 1397 1153 1648"></td> <td data-bbox="1153 1397 1283 1648"></td> <td data-bbox="1283 1397 1372 1648"></td> </tr> </tbody> </table>	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					
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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 (taken from the Crown Commercial Service's standard SQ)	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions. Please indicate if, within the past five (5) years you, your organisation or any other person who has powers of representation, decision or control in the organisation have 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)

Section 2		Grounds for mandatory exclusion (taken from the Crown Commercial Service's standard SQ)
Question number	Question	Response
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	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)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	Regulation 57(3) 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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	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.	

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 payment of taxes or social security contributions.

Section 3		Grounds for discretionary exclusion (taken from the Crown Commercial Service's standard SQ)
Question Number	Question	Response

Section 3		
Grounds for discretionary exclusion (taken from the Crown Commercial Service's standard SQ)		
Question Number	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 (3) 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

Section 3		
Grounds for discretionary exclusion (taken from the Crown Commercial Service's standard SQ)		
Question Number	Question	Response
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
3.1(j)-(iv)	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 negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

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.

Contact details and declaration	
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	

Part 3: Selection Questions

Section 4	Economic and Financial Standing (4.1 is taken from the Crown Commercial Service's standard SQ, and 4.2 and 4.3 are bespoke questions of the Authority)	
Question Number	Question	Response
4.1	<p>Are you able to provide a copy of your audited accounts for the last two (2) years, if requested?</p> <p>If no, can you provide one of the following: answer with Y/N in the relevant box.</p> <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> <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> <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>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
4.2	Please complete the attached Financial Viability Risk Assessment Questionnaire set out in Appendix 5, in respect of your company and your parent company.	Attached <input type="checkbox"/>
4.3	The Authority recognises that recent global events have had an impact on all businesses. Please provide the latest publicly available statement of the impact of recent events on your and your parent company's finances and any mitigating actions you have taken.	
4.4	If, as a result of filling in the Financial Viability Risk Assessment Questionnaire referred to in Q4.2, the tender is assessed as High Risk or Medium Risk in any area, please provide details of any mitigating steps you would be	

	willing to take to give the Authority confidence in your economic and financial standing. These could include further guarantees, bonds (including bid bonds) or other financial structures.	
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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 (taken from the Crown Commercial Service's standard SQ)
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Name of organisation		
Relationship to the Supplier completing these questions		
Question Number	Question	Response
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 (this is a bespoke question of the Authority)
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6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of reference contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE), from any location in the world, that are relevant to our requirement.</p> <p>Contract examples should be provided as follows:</p> <p>Three (3) separate examples should be provided to demonstrate the Supplier's experience of engineering, procurement and construction in both of:</p> <p>Category 1: Plant capacity/performance; and Category 2: Plant processing availability.</p> <p>All three (3) examples must incorporate moving grate technology, must process waste of a similar composition to Local Authority Collected Municipal Waste, and have been commissioned within the last fifteen (15) years.</p> <p>A further three (3) examples should be provided to demonstrate the Supplier's experience in each of the following:</p>
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	<p>Category 3: Flue Gas Treatment; Category 4: Design construction commissioning programme; Category 5: Plant operating mode; and Category 6: Training and O&M Support.</p> <p>The contract examples for each of these categories (ie Category 3 to Category 6 inclusive) may be the same contract examples as those used to demonstrate experience in categories 1 and 2, but need not be; Suppliers may choose three (3) examples to demonstrate experience of categories 1 and 2, and then three (3) separate examples for each of the other categories, making a total of up to fifteen (15) separate examples.</p> <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 SPV is to be created for this Contract) then examples should be provided between the principal member(s) of the proposed consortium or SPV (three (3) examples for each category are not required from each member).</p> <p>Where the supplier is an SPV, or a managing agent not intending to be the main provider of the Works, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the Contract.</p> <p>Suppliers may be expected to provide additional information or accommodate site visits to contract examples to enable the Authority to confirm the information provided in respect of contract examples as part of the SQ Validation Process.</p>
Response	
	Contract 1 (Note: the Candidate should duplicate this table as required for the number of examples being provided)
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	
Description of contract¹	

¹ The description of the contract should also highlight where this contract demonstrates experience and/or capability in respect of the experience requirements set out in question 6.1. The response should be in tabular format and should identify each element of the experience. The one thousand

Contract Start date	
Contract completion date	
Estimated contract value	

Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 (taken from the Crown Commercial Service's standard SQ)	
Question Number	Question	Response
7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act?	Yes <input type="checkbox"/> Please provide relevant the url No <input type="checkbox"/> Please provide an explanation

8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this as part of the SQ Validation Process.

8.1	Insurance (taken from PAS 91:2013+A1:2017)	
Question Number	Question	Response

five hundred (1,500) words or three (3) pages (whichever is the lesser) limit applies to this answer (i.e. for each contract).

a.	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the minimum levels of insurance cover indicated below:	
	<p>8.1.a.i Construction “All Risks” Insurance: Providing “All Risks” of physical loss, damage or destruction to the Works, Plant and Materials from any cause not excluded, to include terrorism.</p> <p>The sum insured to represent the reinstatement value of the Works, Plant and Materials or as a minimum an agreed form of estimated maximum loss sum insured relative to the reinstatement value of the Works, Plant and Materials.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	<p>8.1.a.ii Employers’ Liability Insurance: Providing cover for the incurred legal liability of the insured in respect of bodily injury sustained by employees of the contractor in compliance with the Employers’ Liability (Compulsory Insurance) Act 1969.</p> <p>Limit of indemnity ten million pounds (£10,000,000) any one occurrence inclusive of costs, the number of occurrences being unlimited during the annual period of insurance.</p> <p>It is a legal requirement that all companies hold Employers’ Liability Insurance of five million pounds (£5,000,000) in respect of any one occurrence the number of occurrences being unlimited in any annual policy period as a minimum.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	<p>8.1.a.iii Third Party Public and Products Liability Insurance: Providing cover for the incurred legal liability of the insured in respect of death of or bodily injury to third party persons or damage to third party property.</p> <p>Limit of indemnity fifty million pounds (£50,000,000) in respect of any one occurrence, the number of occurrences being unlimited during the policy period, but in the aggregate during the policy period in respect of liability arising out of products,</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>pollution or contamination (to the extent insured by the policy).</p>	
	<p>8.1.a.iv. Contractor's Pollution Liability Insurance: Providing cover for the incurred legal liability of the insured for defined pollution/contamination occurrences and regulatory acts. Limit of indemnity twenty five million pounds (£25,000,000) in respect of any one occurrence, the number of occurrences being unlimited during the policy period and not less than twenty five million pounds (£25,000,000) in the aggregate during the policy period the policy period not to exceed three years.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>8.1.a.v. Equipment Insurance: Providing "All Risks" of physical loss, damage or destruction to constructional plant, equipment, tools, temporary buildings and contents owned by, hired to or otherwise the responsibility of, the contractor and intended for use in connection with the Works from any cause not excluded. Minimum amount of cover is the reinstatement value of the constructional plant, equipment, tools, temporary buildings and contents owned by, hired to or otherwise the responsibility of, the contractor and intended for use in connection with the Works.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>8.1.a.vi. Motor Insurance: Providing motor third party (including passenger) liability insurance covering all vehicles registered for road use owned by, hired to or otherwise the responsibility of, the contractor and intended for use in connection with the Works. Limit of indemnity unlimited each and every occurrence, the number of occurrences being unlimited in any annual policy period for third party death / bodily injury, and ten million pounds (£10,000,000) for third party property damage each and every occurrence the number of occurrences being unlimited in any annual policy period, or</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

	<p>such greater amount as is required by the applicable law.</p> <p>It is a legal requirement that all companies operating vehicles hold motor third party liability insurance.</p>	
	<p>8.1.a.vii Marine Cargo Insurance: Providing “All Risks” of physical loss damage or destruction to physical property for all transits by sea or air of all goods intended for the Works.</p> <p>Minimum amount of cover is the reinstatement value of the goods intended for the Works.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Note to Candidates – the Authority plans to take out and maintain an Owner Co-ordinated Insurance Programme (OCIP) that would provide the relevant insurance protection in respect of the following classes of insurance, Construction “All Risks” Insurance, Third Party Public and Products Liability Insurance, Marine Cargo Insurance and Contractor’s Pollution Liability Insurance as set out in paragraph 1.8 above. Nonetheless, Candidates should provide certification in response to Questions 8.1.a.i, 8.1.a.iii, 8.1.a.iv and 8.1.a.vii that the Contractor will be able to have these policies in place should the OCIP for whatever reason not be in place in time for the Contract. This will be confirmed in the ISFT.

8.2	Skills and Apprentices (8.2a is taken from the Crown Commercial Service’s standard SQ and 8.2b is a bespoke question of the Authority)	
Question Number	Question	Response
a.	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
b.	<p>Please confirm if you either:</p> <ul style="list-style-type: none"> • operate your own corporate apprenticeship scheme; • are part of a construction industry shared apprenticeship scheme; or • can commit to becoming a member of a construction industry shared apprenticeship scheme, prior to the commencement of the contract. 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

8.3	Supply Chain Management (taken from the Crown Commercial Service's standard SQ)		
a.	Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management.		
Response			
b.	Provide evidence 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).		
Response			
Response			
8.4	Health and Safety Policy and Capability (other than question 8.4.1A which is a bespoke Authority question, these are taken from PAS 91:2013+A1:2017)	Exemption Claimed (Please tick as appropriate)	Please provide copy of certificates or other supporting information
8.4.1A	<p>Please provide the following:</p> <ul style="list-style-type: none"> i. your accident statistics for the previous three (3) years. This should include your RIDDOR injury frequency rate for your employees (calculated in accordance with HSE guidance²), and the number of HSE prohibition and improvement notices served; ii. your procedure used to record and investigate accidents and incidents; and iii. evidence of how you managed the main health and safety risks for a contract, the subject matter of which is relevant to our requirement. 	N/A	

² <http://www.hse.gov.uk/statistics/adhoc-analysis/injury-frequency-rates.pdf>, where the frequency rate

$$F_R = \text{Frequency Rate} = \frac{\text{Injuries (per year)}}{\text{Hours worked (per year)}} * 1,000,000$$

is calculated as:

Sub-contractors should

be excluded where possible.

	<p>In the circumstances set out in 8.4.1-1a) to 8.4.1-1c), if your organisation meets the relevant criteria in respect of exemption categories i) and/or ii) below:</p> <ol style="list-style-type: none"> i. one or more of the following CDM 2015 duty holder roles: contractor, principal contractor, designer, principal designer; ii. general health and safety: policy and capability; <p>and you can provide the supporting information to evidence this, the following exemptions apply:</p> <ul style="list-style-type: none"> • for an exemption under i) or ii) above questions 8.4.2 to 8.4.11 need not be completed; and • for an exemption under i) above questions 8.4.12 to 8.4.19 also need not be completed in respect of the role(s) identified. <p>If you are not claiming an exemption, please move to question 8.4.2.</p> <p>However, if you are claiming exemption(s), but such exemption(s) does not cover all the categories/roles relevant to your application, please:</p> <ul style="list-style-type: none"> • complete questions 8.4.12 to 8.4.19 in respect of each relevant category/role not covered by an exemption; and • provide any additional information required for 8.4.2 to 8.4.11 in respect of relevant categories/ roles that are not covered by an exemption.* <p><i>NOTE *Additional information to that relevant to the exemption(s) claimed could be required to demonstrate satisfactory organisation and arrangements appropriate to the categories/roles not covered by such exemption(s). * In this question, we refer to CDM 2015, where you have operated under equivalent schemes in other jurisdictions, please raise a clarification, including details of the equivalent scheme. We will confirm whether we consider the scheme to be</i></p>		
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	<i>equivalent, and whether you can therefore rely on that experience as satisfying the criteria for the relevant exemptions for this question.</i>				
8.4.1	8.4.1a) You have, within the last twelve (12) months, successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process is equivalent to that of PAS 91.		For i) <input type="checkbox"/> CDM 2015 duty holder role(s) fulfilled.		
			For ii) <input type="checkbox"/>		
	8.4.1b) You have, within the last twelve (12) months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.		For i) <input type="checkbox"/> CDM 2015 duty holder role(s) fulfilled.		
		For ii) <input type="checkbox"/>			
8.4.1c) You hold a certificate of compliance with BS OHSAS 18001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard, e.g. accredited by UKAS (or an equivalent body).		For i) <input type="checkbox"/> CDM 2015 duty holder role(s) fulfilled.			
		For ii) <input type="checkbox"/>			
	Question	Example of the type of information in support of responses, which will be taken into account in	YES	NO	Supplier's unique reference to relevant supporting information

		assessment			
8.4.2	Are you able to show that you have a general policy and an organisation which is responsible for ensuring effective health and safety management? (H&S)	<p>Evidence of periodically reviewed general H&S policy, signed and dated by a senior person within the organisation. The H&S policy should also contain the organisation and arrangements. These should be relevant to the anticipated nature and scale of activity to be undertaken, and set out responsibilities for H&S management at all levels in the organisation.</p> <p><i>(Organisations with fewer than five (5) employees, see Note at the end of this Table)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4.3	Are you able to show your arrangements for ensuring that your H&S measures are effective in reducing/ preventing work-related incidents, occupational ill-health and accidents?	<p>Details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken, and how these arrangements are communicated to workers.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

		<i>(Organisations with fewer than five (5) employees, see Note at the end of this Table)</i>			
8.4.4	Do you have ready access to competent H&S advice/ assistance?	<p>Evidence of how your organisation has ready access to competent H&S advice, for both general health and safety and, for CDM 2015 duty holders, construction-related health and safety.</p> <p><i>(Access to competent in-house advice, in whole or part, is usually preferred. It is essential that H&S adviser(s) are able to provide general H&S advice and that, for CDM 2015 duty holders (from the same source or elsewhere) advice on relevant construction H&S issues is accessible as required.)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4.5	Do you have a process for providing your employees/other workforce with training and other information	Evidence that your organisation implements relevant training	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>appropriate to the activities that your organisation is likely to undertake?</p>	<p>arrangements to ensure that employees/other workforce have sufficient skills and understanding to discharge their various duties. This should include refresher training on relevant good H&S practice and, for CDM 2015 contractors and principal contractors, Construction Phase Plans (CPP) may be used to show how information is disseminated or communicated on-site (<i>see Note at the end of this Table</i>).</p>			
<p>8.4.6</p>	<p>Do your employees/other workforce have H&S and other relevant knowledge, experience and skills to carry out activities that your organisation is likely to undertake?</p>	<p>Evidence that your employees/other workforce have suitable knowledge, experience and skills for the activities assigned to them, unless there are specific situations where they need to work under competent control and/or</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	

		supervision (e.g. apprentices and other trainees).			
8.4.7	Do you check, review and, where necessary, improve your H&S performance?	Evidence that your organisation has an effective, ongoing system for monitoring H&S procedures, and for periodically reviewing and updating that system as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	
8.4.8	Do you have procedures for involving your employees/other workforce in the planning and implementation of H&S measures?	Evidence that your organisation implements a means of consulting with its employees/other workforce on H&S matters and how comments, concerns or complaints submitted by employees/other workforce are taken into account.	<input type="checkbox"/>	<input type="checkbox"/>	
8.4.9	Do you routinely record and review accidents/incidents and undertake follow-up action?	Evidence that your organisation maintains records of all RIDDOR-reportable (see Note at the end of this Table) and other	<input type="checkbox"/>	<input type="checkbox"/>	

		<p>incidents for at least the last three (3) years.</p> <p>Evidence that your organisation has an effective system for reviewing significant incidents, and recording any resulting action taken (including your response to any H&S enforcement activity).</p>			
8.4.10	<p>Do you have arrangements for ensuring that your suppliers also apply H&S measures that are appropriate to the activities that your organisation is likely to undertake?</p>	<p>Evidence that your organisation implements arrangements for ensuring and monitoring H&S skills, knowledge and experience, and performance, throughout your entire supply chain, appropriate to the work likely to be undertaken.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4.11	<p>Do you operate a process of risk assessment, capable of supporting safe systems of work?</p>	<p>Evidence that your organisation implements procedures for carrying out relevant risk assessments and for</p>	<input type="checkbox"/>	<input type="checkbox"/>	

		<p>developing and implementing safe systems of work (“method statements”).</p> <p>Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken. <i>(Organisations with fewer than 5 employees, see Note at the end of this Table)</i></p> <p>NOTE <i>Risk assessments should focus on, and be proportionate to, the risks arising from the type of work to be undertaken. The need to reduce documentation requirements on micro-businesses in particular should be taken into account by buyers and assessment providers. Excessive bureaucracy associated with</i></p>			
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		<i>prequalification assessment can obscure the real H&S issues to be considered, and even divert effort away from them.</i>			
8.4.12	CDM 2015 duty holder related question selection: The questions asked in 8.4.13 to 8.4.19 (in conjunction with questions 8.4.2 to 8.4.11) are appropriate for particular construction duties and have been colour coded accordingly to assist identification. Please indicate below which duty (or duties) best describes your organisation's activity and then only provide responses to the questions colour coded to the duty (or duties) you have selected. <i>NOTE The questions refer to duty holders under the Construction (Design and Management) Regulations 2015, which defines the scope of "construction" activity. If your organisation potentially fills more than one role (e.g. "Design and Build"), please provide responses to the questions applying to all relevant duty holder roles (e.g. Designer and Principal Contractor)</i>				
	CDM 2015 DUTY HOLDER ROLE(S) IDENTIFIED <i>Please respond "yes" or "no" to each role identified below</i>				
	<i>NOTE 1 If none of the duty holder roles identified below are relevant, you do not need to respond to any of questions 8.4.13 to 8.4.19</i> <i>NOTE 2 Principal contractors will also need to respond to questions applicable to contractors, and principal designers will also need to respond to questions applicable to</i>		YES	NO	

	<i>designers</i>				
	8.4.12-a) Contractor/principal contractor (respond to grey shaded questions 8.4.13 to 8.4.16)		<input type="checkbox"/>	<input type="checkbox"/>	<i>None required</i>
	8.4.12-b) Principal contractor (in addition to 8.4.13 to 8.4.16, also respond to yellow shaded question 8.4.17)		<input type="checkbox"/>	<input type="checkbox"/>	
	8.4.12-c) Designer/ principal designer (respond to red shaded questions 8.4.18 to 8.4.19)		<input type="checkbox"/>	<input type="checkbox"/>	
8.4.13 Contractor/principal contractor	Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?	Describe how co-operation and co-ordination of the work is achieved in practice, and how any other organisations are involved in drawing up method statements, etc. including response to emergency situations. This should include how input from your suppliers will be taken into account, and how external comments, including any concerns or complaints, will be responded to. This may include CPPs.	<input type="checkbox"/>	<input type="checkbox"/>	

<p>8.4.14 Contractor /principal contractor</p>	<p>Do you have arrangements for ensuring on-site welfare for your employees/other workforce?</p>	<p>Describe how you ensure suitable welfare facilities for your employees/other workforce are in place before starting work on site, whether provided by a site-specific arrangement with others, or your own measures. This may include CPPs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>8.4.15 Contractor /principal contractor</p>	<p>Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organisation?</p>	<p>Examples of actual knowledge, skills and experience within your organisation. This may include: NEBOSH Construction Certificate; membership of Association for Project Safety; membership of Institution of Construction Safety; SSSTS; SMSTS (e.g. provided in a skills matrix for key personnel)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>8.4.16 Contractor /principal contractor</p>	<p>Do you review and develop your effectiveness in the contractor/principal contractor role?</p>	<p>Evidence that your organisation implements an ongoing system for monitoring performance,</p>	<input type="checkbox"/>	<input type="checkbox"/>	

		including post-project review.			
8.4.17 Principal contractor	Do you implement arrangements to meet the 'principal contractor' duties under the Construction (Design and Management) Regulations 2015?	<p>Concise, practical examples, relevant and proportionate to the type of activity likely to be carried out, of how your organisation meets the requirements of principal contractor. In particular, provide evidence of how you:</p> <p>8.4.17-1 Plan, manage, monitor and coordinate H&S in the construction phase, including communication with the client, principal designer and contractors;</p> <p>8.4.17-2 Prepare, review and maintain CPPs;</p> <p>8.4.17-3 Organise co-operation between contractors and others, and coordinate the work;</p> <p>8.4.17-4 Ensure relevant and suitable site</p>	<input type="checkbox"/>	<input type="checkbox"/>	

		<p>inductions;</p> <p>8.4.17-5 Provide information for the H&S file.</p>			
<p>8.4.18 Designer/ principal designer</p>	<p>Do you implement arrangements to meet the 'designer' duties under the Construction and Management) Regulations 2015?</p>	<p>Evidence showing how you address 8.4.18-1 to 8.4.18-4 below.</p> <p>Provide relevant examples showing how risk was reduced through design.</p> <p><i>NOTE Emphasis should be on practical, proportionate measures that address significant risks arising from designs for relevant construction, not on lengthy documentation about generic risks.</i></p> <p>8.4.18-1 Check that the client is aware of their duties</p> <p>8.4.18-2 Ensure that you and your workforce have the necessary skills, knowledge and experience to discharge their legal duties under CDM 2015?</p> <p>Provide relevant</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	

		<p>evidence of:</p> <ul style="list-style-type: none"> • your CPD programme and/or examples of training and development plans (which may include in-house training). • your relevant qualifications, e.g. membership of a professional institution such as CIAT; CIBSE; IstructE; ICE or RIBA. • how you maintain your technical knowledge and understanding of construction design. <p>8.4.18-3 Ensure significant risks are eliminated by design, taking account of the principles of prevention and show how construction and lifecycle risks are eliminated or controlled (with reference to</p>			
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		buildability, maintainability and use). 8.4.18-4 Effectively manage design changes, with regard to ensuring H&S during and post-completion.			
8.4.19 Designer/ principal designer	Do you review and monitor your design performance, notably in relation to H&S?	Evidence that your organisation implements an ongoing system for monitoring H&S design procedures and for reviewing and updating that system as necessary, e.g. through project design review (during and post-completion).	<input type="checkbox"/>	<input type="checkbox"/>	
<p>NOTES TO 8.4: Health and safety policy and capability</p> <p><i>If a supplier has fewer than five employees it is not legally required to write down its general policy, organisation or arrangements. However, it does need to be able to show that its arrangements are adequate in relation to the type of activity likely to be undertaken.</i></p> <p><i>Relevant and proportionate CPPs are required for 'construction work' covered by CDM 2015. CPPs need only be proportionate to the nature of the activity likely to be undertaken.</i></p> <p><i>RIDDOR: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</i></p>					
8.5	Equal opportunity and diversity policy and capability (taken from PAS 91:2013+A1:2017)				
Q No.	Question	Description of information in support of response, which will be taken into account in assessment	YES	NO	Supplier's unique reference to relevant supporting informatio

					n
8.5.1	As an Employer, do you meet the requirements of the positive equality duties in relation to the Equality Act 2010?		<input type="checkbox"/>	<input type="checkbox"/>	
		To evidence this, please provide copies of:			
		8.5.1a) relevant instructions or written statement/evidence of relevant actions	<input type="checkbox"/>	<input type="checkbox"/>	
		8.5.1b) relevant guidance or written statement/evidence of relevant actions.	<input type="checkbox"/>	<input type="checkbox"/>	
		8.5.1c) relevant policies/literature or written statement/evidence of relevant actions	<input type="checkbox"/>	<input type="checkbox"/>	
		8.5.1d) evidence of where you believe these policies have made a difference	<input type="checkbox"/>	<input type="checkbox"/>	
8.5.2	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	No supporting evidence required.	<input type="checkbox"/>	<input type="checkbox"/>	
8.5.3	In the last three (3) years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?	Please provide details of any findings.	<input type="checkbox"/>	<input type="checkbox"/>	
8.5.4	In the last three (3) years has your organisation been	Please provide details of any investigations.	<input type="checkbox"/>	<input type="checkbox"/>	

	the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?				
8.5.5	In the last three (3) years, has your organisation been found in breach of section 15 of the Immigration, Asylum and Nationality Act 2006?	Please provide details of any findings.			
8.5.6	In the last three (3) years, has your organisation been found in breach of section 21 of the Immigration, Asylum and Nationality Act 2006?	Please provide details of any findings.			
8.5.7	In the last three (3) years, has your organisation been found to be in breach of the National Minimum Wage Act 1998?	Please provide details of any findings.			
8.5.8	If the answer to any of questions 8.5.3 to 8.5.7 is “Yes”, what steps did your organisation take as a result of that finding or investigation?	Please provide details/evidence of remedial action.	<input type="checkbox"/>	<input type="checkbox"/>	
8.5.9	What does your organisation do to ensure that equality and diversity is	Please provide copies of any relevant policies or written statement/evidence of	<input type="checkbox"/>	<input type="checkbox"/>	

	embedded within your organisation?	relevant actions.			
8.5.10	<p>Do you actively promote good practice in terms of eliminating discrimination in all forms through:</p> <p>8.5.10a) guidance to your employees/suppliers concerned with recruitment, training and promotion?</p> <p>8.5.10b) making guidance or policy documents concerning how the organisation embeds equality and diversity available to employees/ sub-contractors, recognised trade unions or other representative groups of employees?</p> <p>8.5.10c) appropriate recruitment advertisements or other literature?</p>	<p>Please provide:</p> <p>In respect of 8.5.10a), copies of any relevant instructions or written statement/evidence of relevant actions.</p> <p>In respect of 8.5.10b), copies of any relevant guidance or written statement/evidence of relevant actions.</p> <p>In respect of 8.5.10c), copies of any relevant policies/literature or written statement/evidence of relevant actions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6	Environmental management policy and capability (taken from PAS 91:2013+A1:2017)				
8.6.1	<p>Exemption: The questions in this module need not be completed if your organisation holds a certificate of compliance with BS EN ISO 14001 (or equivalent) issued by a Conformity Assessment Body accredited to</p>	<p>Exempt on Claimed</p> <p>Yes</p> <p><input type="checkbox"/></p>	<p>If yes, please provide copy of certificate.</p>		

	provide conformity assessment services to that standard ³ , e.g. accredited by UKAS, or you have a valid EMAS certificate, and can provide information to evidence this.	No <input type="checkbox"/>			
Q No.	Question	Description of information in support of response, which will be taken into account in assessment	YES	NO	Supplier's unique reference to relevant supporting information
8.6.2	Do you have a documented policy and organisation for the management of construction-related environmental issues?	Please provide evidence that you or your organisation has an environmental management policy authorised by the Chief Executive or equivalent and regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organisation	<input type="checkbox"/>	<input type="checkbox"/>	
8.6.3	Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?	Please provide evidence that your organisation's environmental policy implementation plan provides information as to how the company aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce, in relation to environmental matters including: <ul style="list-style-type: none"> - sustainable materials 	<input type="checkbox"/>	<input type="checkbox"/>	

³ In this section, accredited means having undergone third-party attestation by an organisation that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements.

		<p>procurement;</p> <ul style="list-style-type: none"> - waste management; - energy management. <p>This should include the arrangements for responding to, monitoring and recording environmental incidents and emergencies and complaints.</p>			
8.6.4	Do you have arrangements for providing employees who will engage in construction, with training and information on construction-related environmental issues?	<p>Please provide evidence that your organisation has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties.</p> <p>This should include a programme of refresher training that will keep the workforce updated on relevant legal requirements and good environmental management practice.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6.5	Do you check, review and where necessary improve your environmental management performance?	<p>Please provide evidence that your organisation has a system for monitoring environmental management procedures on an ongoing basis and for updating them at periodic interval.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6.6	Do you have arrangements for ensuring that any suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged	<p>Please provide evidence that your organisation has procedures for monitoring supplier's environmental management arrangements and ensuring that environmental performance appropriate for the activity to be undertaken is delivered throughout the whole of your organisations supply chain.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

8.7	Quality management policy and capability (taken from PAS 91:2013+A1:2017)				
8.7.1	Exemption: The questions 8.7.2 to 8.7.6, need not be completed if your organisation holds a certificate of compliance with BS EN ISO 9001(or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard ⁴ e.g. accredited by UKAS, and can provide information to evidence this.	<i>Exempt</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, please provide Copied copy of certificate.</i>		
Q No.	Question	Description of information in support of response, which will be taken into account in assessment	YES	NO	Supplier's unique reference to relevant supporting information
8.7.2	Do you have a policy and organisation for quality management?	Please provide evidence that your organisation has and implements a quality management policy that is authorised by the Chief Executive or equivalent and periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation	<input type="checkbox"/>	<input type="checkbox"/>	
8.7.3	Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing/	Please provide evidence that your organisation keeps copies of documentation setting out quality management organisation and procedures that meet currently agreed good practice. These should include the arrangements or quality management throughout the organisation. They should set out how the company will carry out its policy, with a clear indication of how the arrangements are communicated to the workforce.	<input type="checkbox"/>	<input type="checkbox"/>	

⁴ In this section accredited means having undergone third-party attestation by an organisation that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements.

	preventing incidents of sub-standard delivery?				
8.7.4	Do you have arrangements for providing your workforce with quality-related training and information appropriate to the type of work for which your organisation is likely to bid?	Please provide evidence that your organisation has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to discharge their various responsibilities. These arrangements should include a programme of training that will keep the workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and training records.	<input type="checkbox"/>	<input type="checkbox"/>	
8.7.5	Do you have procedures for periodically reviewing, correcting and improving quality performance?	Please provide evidence that your organisation has a system for monitoring quality management procedures on an on-going basis. Your organisation should be able to provide evidence of systematic, periodic review and improvement of quality in respect of construction output and general performance.	<input type="checkbox"/>	<input type="checkbox"/>	
8.7.6	Do you have arrangements for ensuring that your own suppliers apply quality management measures that are appropriate to the work for which they are being engaged?	Please provide evidence that your organisation has arrangements for monitoring supplier's quality management arrangements and ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your organisations supply chain.	<input type="checkbox"/>	<input type="checkbox"/>	
8.8	Building information modelling, policy and capability (BIM) (taken from PAS 91:2013+A1:2017)				
Exemptions	The questions in this module need not be completed if your organisation holds a third-party certificate of compliance with BS EN ISO 19650-2 (or equivalent) issued by a Conformity Assessment Body accredited to	Exemption Claimed Yes <input type="checkbox"/>	Please provide copy of certificates or other supporting information.		

	provide conformity assessment services to that standard ⁵ e.g. accredited by UKAS, and can provide information to evidence this. <i>NOTE Such accrediting organisations will be required to have specialized design management competences</i>	No <input type="checkbox"/>		
Q No.	Question	Description of information in support of response, which will be taken into account in assessment	YES	NO
8.8.1	Do you have a way of managing your data across disciplines in a common platform with approval procedures to share and issue?	You will be expected to demonstrate that your organisation understands the concept of a “Common Data Environment” and you can exchange information between supply chain members in an efficient and collaborative manner. If you have delivered a project in this way, you may use this to demonstrate your capability. Your explanation should be clear and concise.	<input type="checkbox"/>	<input type="checkbox"/>
8.8.2	Do you have a strategy for applying technology with documented policy, systems and procedures to achieve “Level 2 BIM” maturity as defined by UK government’s BIM Strategy or an equivalent?	You will be expected to provide evidence that you or your organisation has a corporate policy that is regularly reviewed. The policy and procedures should be suitable for large and small projects. (see note to this Table)	<input type="checkbox"/>	<input type="checkbox"/>
8.8.3	Do you plan digital delivery of your projects?	You will be expected to demonstrate that your organisation has a robust system to create reliable information and exchange it between supply chain members in an efficient and collaborative manner, and where appropriate, to the client, in the form specified (E.g. in accordance with the COBie UK 2012 standard or other	<input type="checkbox"/>	<input type="checkbox"/>

⁵ In this section accredited means having undergone third-party attestation by an organisation that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements.

		typical client's information requirements). If you have delivered a project in this way, you may present an example execution plan.		
8.8.4	Do you train your employees in the use of digital tools and processes? Do you assess their capabilities?	You will be expected to demonstrate that your organisation has in place training arrangements to ensure that staff/ workforce have sufficient skills and understanding to implement and deliver projects in accordance with the policy and procedures established to achieve "Level 2 BIM" maturity or an equivalent. Provision of example Completed Construction Project Information Exchange (CPIX) templates referred to in a Project Implementation Plan (PIP), part of an execution plan, would be considered.	<input type="checkbox"/>	<input type="checkbox"/>
<p>NOTE Level 2 BIM describes a specific range of BIM capabilities (see BN EN ISO 19650-2) These involve developing and sharing 3D construction project-related data, via an electronic "BIM environment", with others involved in a project. This includes an as-built "Data Drop" for use by the Client. The electronic BIM environment allows design models (digital objects and supporting information about these objects) to be shared. Each model requires platform software and a database of object information.</p>				
8.9	<p>Blacklisting (this is a bespoke question of the Authority)</p> <p>The Authority may exclude any Candidate who answers "No" to either of the questions set out in questions 8.9.1 and 8.9.2 and who is unable to show that they have "self-cleaned" to the satisfaction of the Authority</p>			
Question Number	Question	Response		
8.9.1	<p>Do you certify that your organisation has not done any act contrary to the Employment Relations Act 1999 (Blacklists) Regulations 2010, section 137 of the Trade Union and Labour Relations (Consolidation) Act 1992 and/or the Data Protection Act 2018 at any time in relation to:</p> <ul style="list-style-type: none"> the recruitment of prospective employees (for example, seeking references, vetting); the dismissal of an employee; the treatment of existing employees (including through the provision of names for inclusion in any blacklist, or through the imposition of any other detriment for any related reason); and the use of a blacklist for any reason. 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>		

<p>8.9.2</p>	<p>Do you certify that any organisation with which your organisation is legally related (through any parent/subsidiary or other group structure) has not done any act contrary to the Employment Relations Act 1999 (Blacklists) Regulations 2010, section 137 of the Trade Union and Labour Relations (Consolidation) Act 1992 and/or the Data Protection Act 2018 at any time in relation to:</p> <ul style="list-style-type: none"> • the recruitment of prospective employees (for example, seeking references, vetting); • the dismissal of an employee; • the treatment of existing employees (including through the provision of names for inclusion in any blacklist, or through the imposition of any other detriment for any related reason); and • the use of a blacklist for any reason. 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>8.9.3</p>	<p>“Self-cleaning”</p> <p>In the event that you are unable to provide the certification required by question 8.9.1 and/or 8.9.2, please provide information relating to the circumstances as to why you are not able to provide the certification(s). On receipt of this information, the Authority will then decide whether your organisation has satisfactorily self-cleaned or if it should be excluded from this procurement.</p> <p>In order to assist the Authority in making this decision, please provide the following information:</p> <ul style="list-style-type: none"> • a description of the scope and nature of the blacklisting activities that have been carried out including details as to when they were carried out; • a description of the steps taken to repair the damage caused by such blacklisting; • a description of any personnel changes that have been made within your organisation that have been made to address the problem of blacklisting; and • a description of any organisational/structural changes that have been made within your organisation to prevent any blacklisting from occurring in the future. <p>If you are able to provide the certifications in respect of your own organisation but not</p>	

	<p>your related organisations, please provide details of any matters that demonstrate that the offending behaviour cannot also be attributed to your organisation. In this respect, you may consider it relevant to include details of the ownership, management, control and power exercised by the related company and by any common parent company (if different) over your own.</p>	
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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.

Contact details and declaration	
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	

APPENDICES

APPENDIX 1: SELECTION QUESTIONNAIRE EVALUATION

All SQ Responses will be evaluated in accordance with the provisions of this Appendix 1 (*Selection Questionnaire Evaluation*) and in accordance with Regulation 58 of PCR 2015.

The Authority reserves the right to exclude economic operators in accordance with PCR 2015 if the Authority considers the economic operator to:

- be ineligible to tender on a ground specified in Regulation 57 of PCR 2015; or
- have failed to satisfy the minimum requirements for selection in relation to economic or financial standing or technical or professional ability as set out in Table 1 below.

Assessment Basis

The Pass/Fail sections, namely, Part 1, Part 2 and sections 4, 5, 7, 8.1, 8.2, 8.5 and 8.9 of Part 3 of the SQ will be evaluated first. Any Candidate that is awarded a “Fail” for any of these sections will not progress further in the Procurement Process.

Sections 8.3,8.4, 8.6, 8.7 and 8.8 of Part 3 of the SQ are scored using the scoring methodology set out in Table 1. In order to be invited to tender, Candidates must achieve a minimum score of 4 for each question.

Section 6 (Technical and Professional Ability) is scored using the scoring methodology for that section set out in Table 2. The Authority expressly reserves the right to require a Candidate to provide additional information supplementing or clarifying any of the information provided in its SQ Response. The Authority may seek independent financial and market advice to validate information declared, or to assist in the evaluation.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses within the timescale given, may mean that the Candidate will not be considered further.

Candidates will be deemed to be non-compliant, and will not be considered further, where they do not achieve a “Pass” in one or more of the sections included in the SQ.

Table 1: Basis of Assessment for Part 1, 2, and 3

Assessment Basis	
Required Data	
Required Data	The data provided is for information only and will not be scored / assessed but if the information requested is not provided the SQ Response will be judged to be non-compliant unless there is an acceptable reason for its omission.
Pass / Fail	
Pass	<ul style="list-style-type: none">• The information / evidence has been assessed and judged to be acceptable.

Fail	<ul style="list-style-type: none"> • No information / evidence has been provided. • The standard of the information / evidence provided is unacceptable. • The information / evidence has been assessed and does not comply with the minimum acceptable standard.
Scoring Methodology	
Part 3	
Scoring methodology for all Part 3 questions except question 6 (Technical and Professional Ability)	
Score	Definition
12	The Candidate has demonstrated that it has experience and/or capability in 76% to 100% of the elements of the Required Standard and the quality of its experience and/or capability overall is exceptional.
11	The Candidate has demonstrated that it has experience and/or capability in 76% to 100% of the elements of the Required Standard and the quality of its experience and/or capability overall is good or very good.
10	The Candidate has demonstrated that it has experience and/or capability in 51% to 75% of the elements of the Required Standard and the quality of its experience and/capability overall is exceptional.
9	The Candidate has demonstrated that it has experience and/or capability in 51% to 75% of the elements of the Required Standard and the quality of its experience and/or capability overall is good or very good.
8	The Candidate has demonstrated that it has experience and/or capability in 76% to 100% of the elements of the Required Standard and the quality of its experience and/or capability overall is satisfactory.
7	The Candidate has demonstrated that it has experience and/or capability in 51% to 75% of the elements of the Required Standard and the quality of its experience and/or capability overall is satisfactory.
6	The Candidate has demonstrated that it has experience and/or capability in 25% to 50% of the elements of the Required Standard and the quality of its experience and/or capability overall is exceptional.
5	The Candidate has demonstrated that it has experience and/or capability in 25% to 50% of the elements of the Required Standard and the quality of its experience and/or capability overall is good or very good.

4 ⁶	The Candidate has demonstrated that it has experience and/or capability in 25% to 50% of the elements of the Required Standard and the quality of its experience and/or capability overall is satisfactory.
3	The Candidate has demonstrated that it has experience and/or capability in 76% to 100% of the elements of the Required Standard but the quality of its experience and/or capability overall is poor.
2	The Candidate has demonstrated that it has experience and/or capability in 51% to 75% of the elements of the Required Standard but the quality of its experience and/or capability overall is poor.
1	The Candidate has demonstrated that it has experience and/or capability of the Required Standard in 25% to 50% of the elements of the Required Standard (but the quality of its experience and/or capability overall is poor).
0	The Candidate has failed to demonstrate that it has sufficient experience and/or capability of the Required Standard (less than 25% of the required elements).

Table 2: Requirements

Part 1: Potential Supplier Information			
Section		Assessment Basis	
1	Supplier Information 1.1 Potential supplier information 1.2 Bidding model 1.3 Contact detail and declaration	Required Data	The data provided is for information only and will not be scored; however if the information requested is not provided the Candidate will be judged to be non-compliant unless there is an acceptable reason for its omission.
Part 2: Exclusion Ground			
Section		Assessment Basis	Ground for exclusion
2	Grounds mandatory for exclusion	Pass / Fail	The Authority will exclude a Candidate from the Procurement Process where there is evidence of conviction relating to the criminal offence detailed in Part 2 section 2 of the SQ and shall evaluate the SQ in

⁶ Please note that a score of 4 is the minimum requirement.

			accordance with Regulation 57 PCR 2015.
3	Grounds For Discretionary Rejection	Pass / Fail	The Authority may exclude any Candidate from the Procurement Process who answers 'Yes' in any of the situations set out in Part 2 section 3 and shall evaluate the SQ in accordance with Regulation 57 PCR 2015.

Part 3: Selection Questions

Section	Assessment Basis	Required Standard
4	Economic and Financial Standing	<p>Pass / Fail</p> <p>Expected annual contract value: £300,000,000.</p> <p>To achieve a Pass score, the Candidate must score as low risk on each of the following ratios in respect of the Candidate's most recent financial year:</p> <p>Metric 1 - Turnover Ratio Low Risk = >2.0x</p> <p>Metric 2 - Operating Margin Low Risk = >3%</p> <p>Metric 3 - Net Debt / EBITDA Low Risk < = 2.5x</p> <p>Metric 4 - Net Debt + Net Pension Deficit / EBITDA Low Risk < = 4.0x</p> <p>Metric 5 - Net Interest Paid Cover Low Risk = > 4.5x</p> <p>Metric 6 - Acid Ratio Low Risk = > 1.0x</p> <p>Metric 7 - Net Assets Low Risk = >Nil</p> <p>Metric 8 - Group Exposure Ratio Low Risk < = 25%</p> <p>Where a Candidate is relying on the Economic and Financial Standing of a parent company, each metric must be rated as low risk for at least one entity.</p> <p>Where a Candidate has not achieved a score of Pass on each ratio, the Candidate should provide details (in the relevant sections of appendix 5 to this SQ document) of any potential explanation or mitigation. Examples of such explanations</p>

			<p>include but are not limited to:</p> <ul style="list-style-type: none"> • improvements in a Candidate's Economic and Financial Standing due to the sale of a business or raising of additional capital since the last accounting reference date (but prior to the tender submission date); • non-underlying charges or circumstances which are one-off in nature and not expected to repeat themselves; and • adoption of new accounting policies. <p>The Authority will consider any explanations provided in conjunction with the Candidate's answers to Part 3 Q4.3, Q4.4 and credit rating checks carried out further to Q 4.5 and will accept or reject them at its discretion, amending the Candidate's risk rating accordingly. The Authority reserves the right to carry out credit checks with appropriate ratings agencies as part of this assessment. Please refer to Government Commercial Function Guidance Note 'Assessing and Monitoring the Economic and Financial Standing of Suppliers', published in July 2019, for further details about this process.</p> <p>If the Candidate responds "No" to 4.1, and "No" to 4.1(a), 4.1(b) and 4.1(c) in Part 3: Eligibility Questions, Section 4, this results in a Fail score.</p>
5	Group financial information	Pass / Fail	<p>Wider group accounts and commitments to provide guarantees will be taken in to account in the assessment of the minimum criteria for economic and financial standing in the event that the applying organisation does not have sufficient financial standing.</p> <p>If the Candidate has indicated in the Selection Questionnaire question 1.2 that it is part of a wider group and has relied on another entity in that group to pass question 4, above, but has responded "No" to both 5.2 and 5.3 in Part 3: Eligibility Questions, Section 5, this results in a Fail score.</p>
6	Technical and Professional Ability	60 marks	<p>A score will be awarded for the experience demonstrated by the three contract examples detailed up to a maximum of sixty (60) marks, calculated as set out below.</p> <p>Scores will be awarded based on the extent to which answers demonstrate experience in each of the following elements.</p>

		<p>Three (3) contract examples should be provided that demonstrate experience in respect of both categories 1 and 2.</p> <p>The three (3) contract examples provided for each of categories 3, 4, 5 and 6 need not be used as references for more than category of performance requirement.</p>																										
		<table border="1"> <thead> <tr> <th>Score</th> <th>Performance requirement for each reference</th> </tr> </thead> <tbody> <tr> <td colspan="2">Category 1 - Plant capacity / performance (moving grate technology) - <i>3 references should be submitted. As a minimum 2 reference plants are required at a minimum of 275 ktpa per line. see notes above.</i></td> </tr> <tr> <td>2</td> <td>Plant process cap \geq 275 ktpa single line min. NCV 9 MJ/kg</td> </tr> <tr> <td>5</td> <td>Two line plant cap \geq550 ktpa min. NCV 9 MJ/kg</td> </tr> <tr> <td>15</td> <td>Two line cap \geq600 ktpa min. NCV 9 MJ/kg</td> </tr> <tr> <td>20</td> <td>Two line cap \geq700 ktpa min. NCV 9 MJ/kg</td> </tr> <tr> <td colspan="2">Category 2 - Availability - references shall be those given for category 1 see notes above.</td> </tr> <tr> <td>1</td> <td>Ref < 7700 hours per year, commissioning not complete, process not in line with design capacity.</td> </tr> <tr> <td>5</td> <td>Ref \leq 7700 hours per year post take over but < 2 consecutive years of processing in line with design capacity</td> </tr> <tr> <td>8</td> <td>Ref > 7700 hours but < 8000 hours per year processing in line with design capacity for > 2 consecutive years but < 3 consecutive years of operation</td> </tr> <tr> <td>12</td> <td>Ref > 7700 hours but < 8000 hours per year processing in line with design capacity for \geq 3 consecutive years of operation.</td> </tr> <tr> <td>20</td> <td>Ref \geq8000 hours per year processing in line with design capacity for \geq 3 consecutive years of operation.</td> </tr> <tr> <td colspan="2">Category 3 - Flue Gas Treatment references - 3 references required see</td> </tr> </tbody> </table>	Score	Performance requirement for each reference	Category 1 - Plant capacity / performance (moving grate technology) - <i>3 references should be submitted. As a minimum 2 reference plants are required at a minimum of 275 ktpa per line. see notes above.</i>		2	Plant process cap \geq 275 ktpa single line min. NCV 9 MJ/kg	5	Two line plant cap \geq 550 ktpa min. NCV 9 MJ/kg	15	Two line cap \geq 600 ktpa min. NCV 9 MJ/kg	20	Two line cap \geq 700 ktpa min. NCV 9 MJ/kg	Category 2 - Availability - references shall be those given for category 1 see notes above.		1	Ref < 7700 hours per year, commissioning not complete, process not in line with design capacity.	5	Ref \leq 7700 hours per year post take over but < 2 consecutive years of processing in line with design capacity	8	Ref > 7700 hours but < 8000 hours per year processing in line with design capacity for > 2 consecutive years but < 3 consecutive years of operation	12	Ref > 7700 hours but < 8000 hours per year processing in line with design capacity for \geq 3 consecutive years of operation.	20	Ref \geq 8000 hours per year processing in line with design capacity for \geq 3 consecutive years of operation.	Category 3 - Flue Gas Treatment references - 3 references required see	
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7	Modern Slavery Act 2015	Pass / Fail	Compliance with the reporting requirement contained in section 54 of the Act.																														
8.1	Insurance	Pass / Fail	Compliance with the insurance requirements set out in question 8.1.																														

8.2	Skills and apprentices	Pass / Fail	Compliance with the skills and apprentices requirements set out in question 8.2.
8.3	Supply chain Management	5 marks	<p>Scores will be based on the scoring mechanism in Table 1 (and calculated by multiplying the score achieved in accordance with the scoring methodology by zero point four two (0.42)) based on the extent to which answers demonstrate the following:</p> <ul style="list-style-type: none"> • suitable supply chain management systems, policies, standards and procedures; and • evidence of 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).
8.4	Health and Safety Policy and Capability	20 marks	<p>Scores will be based on the scoring mechanism in Table 1 (and calculated by multiplying the score achieved in accordance with the scoring methodology by one point six six (1.66)) based on the extent to which answers demonstrate the following:</p> <ul style="list-style-type: none"> • evidence of appropriate documented policy and organisation; • suitable systems, standards and procedures for health and safety management; • provision of the required health and safety statistics; • suitable procedure to record and investigate accidents and incidents; and <p>appropriate evidence of how the Candidate has managed the main health and safety risks for a similar project.</p>
8.5	Equal opportunity and diversity policy and capability	Pass / Fail	Compliance with the requirements set out in question 8.5.

8.6	Environmental management policy and capability	5 marks	<p>Scores will be based on the scoring mechanism in Table 1 (and calculated by multiplying the score achieved in accordance with the scoring methodology by zero point four two (0.42)) based on the extent to which answers demonstrate the following capability:</p> <ul style="list-style-type: none"> • evidence of appropriate documented policy and organisation; • evidence of management policy authorised by the Chief Executive or equivalent and regularly reviewed; • clear responsibilities for management throughout the organisation; • appropriate arrangements for ensuring that management procedures are effective; • appropriate arrangements for providing employees who will engage in construction, with training and information; • appropriate system for monitoring management procedures on an ongoing basis and for updating them at periodic interval; and • appropriate procedures for monitoring supplier's management arrangements. <p>Candidates who are able to self-certify that they hold a relevant certificate will receive a score of 12.</p>
8.7	Quality management policy and capability	5 marks	<p>Scores will be based on the scoring mechanism in Table 1 (and calculated by multiplying the score achieved in accordance with the scoring methodology by zero point four two (0.42)) based on the extent to which answers demonstrate the following capability:</p> <ul style="list-style-type: none"> • evidence of appropriate documented policy and organisation; • evidence of management policy authorised by the Chief Executive or equivalent and regularly reviewed;

			<ul style="list-style-type: none"> • clear responsibilities for management throughout the organisation; • appropriate arrangements for ensuring that management procedures are effective; • appropriate arrangements for providing employees who will engage in construction, with training and information; • appropriate system for monitoring management procedures on an ongoing basis and for updating them at periodic interval; and • appropriate procedures for monitoring supplier's management arrangements, across all aspects of design, manufacture, construction and commissioning. <p>Candidates who are able to certify that they hold a relevant certificate will receive a score of 12.</p>
8.8	Building information modelling, policy and capability	5 marks	<p>Scores will be based on the scoring mechanism in Table 1 (and calculated by multiplying the score achieved in accordance with the scoring methodology by zero point four two (0.42)) based on the extent to which answers demonstrate the following capability:</p> <ul style="list-style-type: none"> • works that have involved using a "Common Data Environment"; • suitable policy, systems and procedures to achieve "Level 2 BIM" maturity as defined in the UK Government's BIM Strategy or an international equivalent; • the ability to provide an execution plan showing a robust system to create reliable information exchange between supply chain members in an efficient and collaborative manner; and

			<ul style="list-style-type: none"> suitable arrangements for training employees in BIM related skills and assessing their capabilities. <p>Candidates who are able to self-certify that they hold a relevant certificate will receive a score of 12.</p>
8.9	Blacklisting	Pass / Fail	<p>The Authority may exclude any Candidate who answers “No” to either of the questions set out in questions 8.9.1 and 8.9.2 and who is unable to show that they have “self-cleaned” to the satisfaction of the Authority</p>

Where equally scoring Candidates has meant that more than three (3) Candidates would be entitled to be invited to tender, then the following factors will be used in order to select those to be invited to tender, based on the response to Question 8.4:

- **Limb A:** The three (3) Candidates with the highest scoring responses to Question 8.4 shall be selected to be invited to tender, but;
- If multiple Candidates have the same score for Question 8.4 such that it would not be possible to select only three (3) Candidates under Limb A, then;
- **Limb B:** In relation to any Candidates with the same score under Limb A, the following factors will be used based on the accident statistics provided in response to Question 8.4:
 - firstly ranked on the total number of HSE prohibition and improvement notices served in the previous three (3) years; and
 - secondly ranked on three (3) year average of the reportable RIDDOR accident frequency rate.

APPENDIX 2: MEMORANDUM OF INFORMATION

See separate document

APPENDIX 3: GLOSSARY

In this Selection Questionnaire (“SQ”) the following words have the meanings next to them unless the context requires otherwise:

Approximate Works Capital Value	Six hundred and eighty three million pounds (£683,000,000)
Authority	North London Waste Authority – the contracting authority, for the purposes of the PCR 2015.
Authority Confidential Information	Has the meaning given to it in paragraph 2.4.1 (Confidentiality).
Business Day	A day (other than a Saturday or Sunday) on which banks are open for general business in the City of London.
Candidate	An entity which submits an SQ Response.
Candidate Confidential Information	Has the meaning given to it in paragraph 2.4.4 (Confidentiality).
CDM 2015	The Construction (Design and Management) Regulations 2015, as amended from time to time.
Constituent Boroughs	The seven north London boroughs that make up the Authority: Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest.
Contract	The legally binding contract based on IChemE Form of Contract for Lump Sum Contracts, fifth edition 2013 ("Red Book") as amended by a bespoke Schedule of Special Conditions to the Model Form of Contracts to be entered into between the Authority and the successful Tenderer following the conclusion of the Procurement Process.
EcoPark	The EcoPark, as shown edged blue on plan NP-WOD-6XX-ZZZ-DR-CE-02001.
EI Regulations	The Environmental Information Regulations 2004, as amended from time to time.
FOIA	The Freedom of Information Act 2000, as amended from time to time.
ISDS	Invitation to Submit Detailed Solutions.
ISFT	Invitation to Submit Final Tender.
MOI	Memorandum of Information as set out in Appendix 2 (<i>Memorandum of Information</i>).
NLHPP Programme	The programme of works the Authority is pursuing pursuant to the Development Consent Order “The North

	London Heat and Power Generating Station Order” (215 of 2017) as amended (“the DCO”) in connection with the replacement of an existing Energy from Waste facility with a new Energy Recovery Facility (ERF) at the EcoPark.
Operator	LondonEnergy Limited a company registered in England and Wales (company number 02732548) whose registered office is at EcoPark, Advent Way, Edmonton, London N18 3AG or such other operator of the Energy from Waste Facility at the EcoPark as the Authority notifies the Candidate of from time to time.
PCR 2015	The Public Contracts Regulations 2015, as amended from time to time.
Portal	The Authority’s e-procurement portal, available at intendhost.co.uk/nlwa .
Procurement Process	The competitive dialogue process being followed by the Authority pursuant to the PCR 2015, for the purpose of identifying a contractor to carry out the Works.
Required Standard	The standard set out in Table 2 of Appendix 1 (<i>Selection Questionnaire Evaluation</i>).
SQ	This selection questionnaire (including all Appendices).
SQ Response	Information provided by a Candidate in response to the questions set out in the SQ, a summary of which is set out in Appendix 4 (<i>Checklist</i>).
SQ Response Deadline	The time and date by which Candidates must submit their SQ Responses, as indicated on the front page of this SQ or such other time and date as may be notified to Candidates by the Authority.
SQ Validation Information	Such evidence as is requested by the Authority to support the representations and self-certifications made in the SQ by the Candidates selected to be invited to submit an initial tender.
SQ Validation Process	The process by which the Candidates selected to be invited to submit an initial tender in the Procurement Process provide the necessary evidence to support the Financial Viability Risk Assessment Questionnaire set out in Appendix 5, representations and self-certifications made in its SQ Response.
Tenderer	Any Candidate that submits an initial tender in the Procurement Process having been selected by the Authority to submit detailed solutions pursuant to the Procurement Process.
Timetable	The Authority’s proposed timetable for the procurement, as set out in the SQ or as amended from time to time.

Works	The works for the construction of a new energy recovery facility as defined in the Contract.
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APPENDIX 4: CHECKLIST

Requirement	Relevant part of SQ	Completed/ Supplied?
Please ensure that all “yes”/”no” check boxes are completed and all response cells in the SQ are completed as appropriate.	All	
Where a Candidate is relying on a parent company or sub-contractor to meet the selection criteria, you should prove to the Authority that you will have at your disposal the resources necessary, for example by producing a commitment by the parent company relevant sub-contractor to that effect.	Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2	
If the Candidate responds Yes to any of the grounds for mandatory exclusion in Section 2, any relevant documentation must be provided.	Part 2, 2.1(b)	
If the Candidate responds Yes to any of the grounds for discretionary exclusion in Section 3, provide an explanation as to what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Part 2, 3.2	
Please complete the attached Financial Viability Risk Assessment Questionnaire set out in Appendix 5 including information in respect of your parent company.	Part 3, 4.2	
Please provide the latest publicly available statement of the impact of recent events on your and your parent company’s finances and any mitigating actions you have taken	Part 3, 4.3	
Please provide details of reference contracts In accordance with Section 6 (Technical and Professional Ability).	Part 3, 6.1	
Provide evidence 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).	Part 3, 8.3b	
Please provide your accident statistics for the last three (3) years and details used to record and investigate accidents and incidents.	Part 3, 8.4.1A	
<p>Unless you fall under one of the following exemption categories:</p> <ul style="list-style-type: none"> i) one or more of the following CDM 2015 duty holder roles: contractor, principal contractor, designer, principal designer; and ii) general health and safety: policy and capability, <p>and you can provide the supporting information to evidence this, please provide a general health and safety policy, signed and dated by a senior person with the organisation, and all related health and safety evidence in accordance with Part 3, 8.4.2 – 8.4.11.</p>	Part 3, 8.4	
If you are a contractor or principal contractor, please provide examples of actual knowledge, skills and experience within your organisation in relation to health and safety in construction, including such supporting information as is appropriate.	Part 3, 8.4.15	

Requirement	Relevant part of SQ	Completed/Supplied?
If you are a contractor or principal contractor, please provide evidence that your organisation implements an ongoing system for monitoring performance, including post-project review.	Part 3, 8.4.16	
If you are a principal contractor, please provide evidence of how you: <ul style="list-style-type: none"> i) plan, manage, monitor and coordinate H&S in the construction phase, including communication with the client, principal designer and contractors; ii) prepare, review and maintain CPPs; iii) organise co-operation between contractors and others, and coordinate the work; iv) ensure relevant and suitable site inductions; and v) provide information for the H&S file. 	Part 3, 8.4.17	
If you are a designer/principal designer, please provide evidence of: <ul style="list-style-type: none"> i) your CPD programme; ii) relevant qualifications and memberships of professional institutions; and iii) how you maintain technical knowledge and understanding of construction design. 	Part 3, 8.4.18-2	
If you are a designer/principal designer, please provide evidence that your organisation implements an ongoing system for monitoring H&S design procedures and for reviewing and updating that system as necessary.	Part 3, 8.4.19	
In relation to the requirements of positive equality duties under the Equality Act 2010, please provide copies of: <ul style="list-style-type: none"> i) relevant instructions or written statement/evidence of relevant actions; ii) relevant guidance or written statement/evidence of relevant actions; iii) relevant policies/literature or written statement/evidence of relevant actions; and iv) evidence of where you believe these policies have made a difference. 	Part 3, 8.5.1	
Please provide evidence of remedial action if your organisation has been the subject of any findings or investigations in relation to equal opportunity and diversity (under Part 3, 8.5.2 – 8.5.7)	Part 3, 8.5.8	
Please provide copies of any relevant policies or written statement/evidence of relevant action ensuring equality and diversity is embedded within your organisation.	Part 3, 8.5.9	
Please provide copies of any relevant policies or written statement/evidence of relevant action showing that your organisation actively promotes good practice in terms of eliminating discrimination in all forms through (i) guidance to your employees/suppliers concerned with recruitment, training and promotion; and (ii) making such guidance available to employees/sub-contractors/trade unions or other representative groups.	Part 3, 8.5.10	
If you have a BS EN ISO 14001 (or equivalent) issued accreditation, please provide a copy of the certificate.	Part 3, 8.6.1	
Please provide all relevant evidence of environmental	Part 3,	

Requirement	Relevant part of SQ	Completed/Supplied?
management policies under Part 3 sections 8.6.2 – 8.6.6	8.6.2 – 8.6.6	
If you have a BS EN ISO 9001 (or equivalent) issued accreditation, please provide a copy of the certificate.	Part 3, 8.7.1	
Please provide all relevant evidence of quality management policies under Part 3 sections 8.7.2 – 8.7.6	Part 3, 8.7.2 – 8.7.6	
If you have a certificate of compliance with BS EN ISO 19650-2 (or equivalent) issued accreditation, please provide a copy of the certificate.	Part 3, 8.8	
Please provide all relevant evidence of building information modelling, policies and information under Part 3 sections 8.8.1 – 8.8.4	Part 3, 8.8.1 – 8.8.4	
<p>In the event that you are unable to provide the certification required by question 8.9.1 and/or 8.9.2, please provide information relating to the circumstances as to why you are not able to provide the certification(s).</p> <p>In order to assist the Authority in making the decision as to whether your organisation has satisfactorily self-cleaned or if it should be excluded from this procurement, please provide the following information:</p> <ul style="list-style-type: none"> • a description of the scope and nature of the blacklisting activities that have been carried out including details as to when they were carried out; • a description of the steps taken to repair the damage caused by such blacklisting; • a description of any personnel changes that have been made within your organisation that have been made to address the problem of blacklisting; and • a description of any organisational/structural changes that have been made within your organisation to prevent any blacklisting from occurring in the future. <p>If you are able to provide the certifications in respect of your own organisation but not your related organisations, please provide details of any matters that demonstrate that the offending behaviour cannot also be attributed to your organisation. In this respect, you may consider it relevant to include details of the ownership, management, control and power exercised by the related company and by any common parent company (if different) over your own.</p>	Part 3, 8.9	

APPENDIX 5: FINANCIAL VIABILITY RISK ASSESSMENT QUESTIONNAIRE

See separate document