



**London Borough
of Hounslow**

LONDON BOROUGH OF HOUNSLOW
[This is an example only](#)

RESTRICTED TENDER
PRE QUALIFICATION QUESTIONNAIRE (PQQ)

CONTRACT TITLE

Date of issue:

Name of Supplier submitting PQQ:

Deadline for Submission

Date.... 2010 by noon

Contents

Introduction, instructions and evaluation criteria

Evaluation of Professional Ability, Capability and Experience

Evaluation of Economic and Financial standing

Section A – Details of your Organisation

Section B – Technical Capability and References

Section C – Financial Information

Section D – Equality and Diversity

Section E – Health and Safety

Section F – Sustainability

Appendices:

Appendix A: Ineligibility Conditions

Appendix B: Undertaking

Appendix C: Client Reference Questionnaire

INTRODUCTION

This Pre-Qualification Questionnaire (“PQQ”) has been produced to enable the London Borough of Hounslow (“the Council”) to evaluate the eligibility, economic, financial standing and professional capability of applicant organisations (“Applicants”). Only those **Applicants short listed following evaluation of their PQQ responses will be issued with an invitation and instructions to tender.**

For the purpose of evaluation, the Council needs information about each organisation or members of any proposed consortium (if applicable), who have expressed an interest in this tender.

Collectively, each entity that wishes to bid (whether it is a single organisation or a consortium) is referred to as an Applicant.

Please note that if any of the information supplied in response to the PQQ changes during the evaluation period, the Applicant is required to notify the Council immediately. The Council reserves the right to revisit its PQQ evaluation in the light of any such change and, where appropriate, to amend the scores.

Please advise procurement@hounslow.gov.uk that if after reviewing this PQQ a decision is made not to submit a response.

Please do not forward this PQQ to other potential Applicants. If appropriate, potential Applicants must be asked to contact procurement@hounslow.gov.uk to express an interest, and obtain the necessary documentation for the completion of the PQQ.

INSTRUCTIONS

1. This is a PQQ in respect of the **supply of # (goods/services/works)** to the Council.
2. The information disclosed in this PQQ will be used to select Applicants who will be permitted to participate in the tender.
3. Whenever the term “organisation” is used, the term refers to a sole practitioner, partnership, incorporated company, co-operative, charity or analogous entity operating outside the UK, as appropriate.
4. If Applicants are proposing to tender as part of a consortium, they must lodge a statement explaining its structure, together with details of which member will carry out what element of the specification, and note that the Council will only accept bids from consortia where all participants accept full joint and several liability for the whole contract.
5. Where a consortium or association is proposed, each member company must complete a PQQ and shall comply with all the requirements of this PQQ. Each member company response will be evaluated and scored separately. The Council reserves the right to reject the consortium or association submission should one member fails to meet the minimum criteria stipulated for this PQQ.
6. **Failure to comply with these instructions may result in the rejection or subsequent disqualification of the applicant.**

ANSWERING QUESTIONS

6. Applicants must answer ALL questions fully and supply relevant supporting documentation. If Applicants regard a question as inapplicable, or Applicants are unable to supply the requested information, reasons must be clearly stated. The Council will determine the application of a particular question: if Applicants are in doubt, they should contact the Council.

7. Applicants must ensure that they give answers for their Applicant body, corporation, partnership or individual (or analogous entity where outside the UK): not for the group, organisation or group of organisations of which it forms a part.
8. Applicants must execute an undertaking to warrant that all information given is correct, and accurately provided, in the form attached to this PQQ.
9. If the space provided for an answer is inadequate, use additional sheets of paper making it clear to which sections and questions they apply. Applicants must detail their organisation's name on each additional sheet and provide a summary list of all attachments accompanying the completed PQQ response.
10. Where Applicants are required to give answers, which refer to UK standards, legislation, codes etc., but they do not currently operate in the UK, they should refer to the equivalent provisions they refer to in their domestic jurisdiction.

REJECTION OF BIDS/AMENDMENT OF TERMINATION OF PROCESS

11. The Council reserves the absolute right to reject or disqualify an Applicant where:
 - The PQQ response is submitted late, is incorrectly completed, is incomplete or fails to meet the requirements notified to the Applicant by the Council;
 - there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Applicant;
 - The Council determines that the Applicant has, or is likely to have had, misrepresented itself;
 - The Applicant is unable to satisfy the mandatory selection pre-requisites, set down in Article 45 of Directive 2004/18/EC and/or Regulation 23 of the Public Contracts Regulations 2006 (as may be amended or superseded from time to time) at any stage during the selection and evaluation process. An indicative summary of ineligibility conditions appears at Appendix A; and/or,
 - It is a requirement of any other law.
12. The Council reserves the right, on reasonable notice, to amend the terms and conditions described herein.
13. The Council does not bind itself to complete this tender process and will not be liable for any losses or expenses incurred by an Applicant as a result of a decision not to proceed to the award of a contract.

BIDDER CLARIFICATIONS

14. Clarifications of this PQQ, or further questions in relation to it, must be sought by email from procurement@hounslow.gov.uk.
15. An email response will be sent to the enquiring Applicant and, unless the Council determines that an exception (such as commercial confidentiality) applies, may be supplied to all Applicants.
16. All enquiries relating to the PQQ stage must be received no later than 12 noon on [xx].

SUBMISSION

17. Responses must be in the English language and include:
 - a) XXX hard unbound copy/ies of completed PQQs (duly signed, and with attachments); and,
 - b) XXX electronic copy/ies on CD or memory stick.
 - c) Not to exceed [#] pages/words in total.
18. Applicants **are/are not** permitted to include marketing material in their responses.

19. Completed PQQ responses must be marked PQQ for “XXXX tender” and should be received at the following address by 12 noon on [X]:

Corporate Procurement Unit
Finance Department
London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow, TW3 4DN

20. Responses must be submitted in sealed packages or boxes with nothing to identify the Applicant, or their associate on the sealed package or box on which the response is returned.
21. All enclosures must carry the name of your organisation and the number of the questions to which they refer.

COUNCIL CLARIFICATIONS

22. The Council may require an Applicant to clarify its submission in writing and/or provide additional information. Failure to respond adequately may result in the rejection of the Applicant's bid.
23. The Council intends to assess the returned PQQs by around [XX], and aims to advise Applicants of the outcome at that time. Short-listed Applicants will receive an Invitation to Tender.
24. Applicants must notify the Council **immediately** where a change in status affects the contents of any supplied information, and must supply that revised information to the Council as soon as it is reasonably practicable to do so.

COSTS INCURRED IN BIDDING

25. Applicants are solely responsible for the costs and expenses they incur in connection with the preparation and submission of this PQQ and all future stages of the selection and evaluation process, and by submitting this PQQ agree to indemnify the Council, if they are solely responsible for their costs, what are they indemnifying us for and its advisers, in relation to those costs. This includes situations where the Council terminates the process.

CONFIDENTIALITY/FREEDOM OF INFORMATION

26. It is a condition of participation in this exercise that Applicants keep confidential all information provided by the Council in the course of this process.
27. Applicants may be asked to enter into written express undertakings of confidentiality should the Council regard it as appropriate.
28. The Council is subject to the requirements under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 (as amended from time to time), and guidance falling there under. Insofar as it relates to this bid, Applicants are obliged to provide assistance to the Council in its compliance with these requirements.
29. Where Applicants regard them as applying, they must specify which of their PQQ answers they regard as falling within any of the exemptions, and why.
30. The Council, however, will determine the application of any such exemption.

DISCLAIMER

31. **The London Borough of Hounslow, and its officers, advisers (or the directors, members, partners, employees, staff, or agents of any such person) do not:**

- Make(s) any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the PQQ. Any persons considering making a decision to enter into contractual relationships with the London Borough of Hounslow following receipt of the PQQ should make their own investigations and their own independent assessment of the London Borough of Hounslow and its requirements for the services, works or goods referred to in this document.
- Accept any responsibility for the information contained in this PQQ or for its fairness, accuracy or completeness. Nor will any of them be liable 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.

EXAMPLE ONLY

Evaluation of Professional Ability, Capability and Experience

The evaluation will include a consideration of the completeness of the information supplied, together with a detailed evaluation of the relevant sections of the PQQ

Applicants will be scored on professional ability and capability. The weighting of each section and the pass threshold is set out in the table below:

Applicants will be ranked according to the scores resulting from an evaluation of the PQQ and:
[OPTIONS]

the Council will invite the top XX Applicant(s) to tender for the contract.

the Council will invite all Applicants scoring over the pass threshold to tender for the contract.

the Council will invite the top XX Applicant(s) above the pass threshold to tender for the contract.

Section	Description	Weighting	Pass Threshold
A	Organisation details	Not scored	
B	Technical Capability	60	
C	Financial Information and Insurance	Pass / Fail	
D	Equality and Diversity	15	
E	Health and Safety	15	
F	Sustainability	10	
	Total	100%	60%

Each question is scored out of 10 points and weighted in accordance with the table below:

SCORE	MEANING
0	Absent
1	Very weak – almost completely unacceptable
2	Weak – well below expectations
3	Poor – below expectations
4	Satisfactory but below expectations
5	Meets expectations
6	Slightly exceeds expectations
7	Good – well above expectations
8	Very good
9	Outstanding
10	Exceptional

EVALUATION CRITERIA AND METHODOLOGY

Evaluation Methodology

Please note there will be a 3 stage process to the evaluation:

Stage 1: Compliance

A preliminary assessment of the PQQ response will be undertaken to determine:

- general compliance with PQQ requirements (satisfactory completion of all questions);
- basic details of your organisation (satisfactory information provided); and
- The Public Contracts Regulations 2006 compliance.

Responses must be in the format as required by the PQQ. The compliance check will result in the following evaluation:

- pass: all documentation provided; or
- fail: major information requirements missing.

If a fail is noted, the Council reserves the right to either give the Applicant a short period in which to respond to specific questions from the Council or to provide the missing information (provided this opportunity is conveyed to them within 5 business days of the PQQ Return Date), or to elect not to proceed any further with its evaluation. For clarity, this opportunity would be used to clarify responses under Regulation 26 or correct minor clerical aspects of a bid.

Failure to provide sufficient information to an appropriate level of detail may render the PQQ response non-compliant and its evaluation may be taken no further.

Stage 2: Pass / Fail check

In the event that an Applicant does not meet any pass/fail threshold, the Council will reject the entire PQQ response and not proceed any further with its evaluation.

Stage 3: Evaluation of PQQ response

Only once it is clear that an Applicant has passed stage 1 and 2 of the evaluation, will the entire PQQ response then be evaluated in accordance with the following methodologies.

Evaluation of Economic and Financial Standing

The Council will determine whether the Applicant satisfies the Council's requirements as to the minimum economic and financial standing and capacity following a qualitative and quantitative analysis of the solvency and financial strength, based on financial information supplied.

Applicants will pass or fail on economic or financial standing.

The evaluation will consider, and Applicants must submit the most recent, fully completed, audited and unqualified accounts (which meet all legal requirements) together with all information requested below.

If an Applicant has net liabilities, and/or its liquidity is found to be low when compared to the average for its given industry, explanations from the Applicant may be sought. Where the Council finds these explanations to be unsatisfactory the company may be disqualified or may insist upon risk mitigation measures to be put in place, such as (for example) a parent company (where appropriate) or performance bond.

The maximum value of the contract in any one-year should not be more than 33% of most recent annual turnover.

If the company is making a loss of more than 5% of turnover it may be disqualified.

The opinion of a credit rating agency may also be sought. Where this highlights risk, explanations from the company may be sought. If these explanations are unsatisfactory, the risk mitigation measures referred to above may be sought.

SECTION A: ORGANISATION DETAILS

A1 Name of the organisation, individual entity or consortium making the application (“the Applicant”):

A2 Other names under which the Applicant currently trades or has traded in the previous three years (with dates):

A3 Full names and job titles of your Executive Directors/Partners:

A4 Registered Office and Main Address for correspondence (if not the Registered Office) (where an answer is given on behalf of a consortium, the details of each member is required):

A5 Contact name and contact details for enquiries about this bid:

Contact Position (Job Title):

Phone:

Fax

E-mail address

A6

Is your organisation a:

- Sole trader Private Company Public limited company Partnership
- Voluntary sector business Social enterprise Charity
- Other

If other, please give details:

A7 Where your business is a partnership state:

Total number of partners:	
When was the partnership formed?	

A8 Please enclose a copy of the Certificate of Incorporation under the Company's Act 1985 (if applicable), and any certificate of Change of Name:

Documentation	Enclosed?	
Certificate of Incorporation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Certificate of Name Change	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Company Number		

A9 Please provide your VAT Registration Number:

VAT Registration Number	
-------------------------	--

A10 Please provide your Constructionline Registration Number (where appropriate):

Constructionline Registration Number	
--------------------------------------	--

A11 Have any of the officers of your organisation been bankrupt or involved in any Company that has been liquidated or gone into receivership?

Yes No

If Yes, please provide details:

A12 Has any employee of your organisation been convicted of any offence(s) under Criminal Justice Act 1987; Public Bodies Corrupt Practices Act 1889; Prevention of Corruption Act 1916; and Section 117 of the Local Government Act 1972?

Yes No

If yes, please provide details:

A13 Has any award or adverse finding been made against your organisation in respect of any irregularity concerning a Tender or in the award of a contract?

Yes No

If yes, please provide details:

A14 Has any employee of your organisation been employed by the Council?

Yes No

If yes, please give details:

A15 Please state if any employee, or spouse of such, has a relative(s) employed by the Council at a senior level, or who is a Councillor.

Yes No

If yes, please give details:

A16 Has any employee any involvement in any organisation that provides services of any kind to the Council?

Yes No

If yes, please give details:

A17 Is any work being undertaken or likely to be undertaken that could give rise to any other conflict of interest?

Yes No

If yes, please give details on how you propose to handle these possible conflicts of interest:

SECTION B: TECHNICAL CAPABILITY, REFERENCES and EXPERIENCE

B1 Provide details of the principal areas of your business activity:

B2 Provide details of the professional or trade bodies your organisation belongs to:

B3 In the last three (3) years, have any adverse complaints been made against your organisation in respect of any work of the organisation to an appropriate Professional/Trade Institution?

Yes No

If yes, please provide details:

B4 In the last three (3) years, have any claims been made against your organisation in respect of professional negligence?

Yes No

If yes, please provide details:

B5 In the last three (3) years, has your organisation had any deduction for liquidated and ascertained damages in respect of any contract awarded against your organisation?

Yes No

If yes, please provide details:

Date:
Amount:
Reason:

B6 Please supply details of any default notices, contracts terminated or employment determined under the terms of a contract within the last three (3) years:

B7 Please supply details of any contract which was not renewed in the last (3) years because of the Applicant's failure to perform the contract:

B8 Please supply details of your current contract performance management arrangements:

B9 Does your organisation hold a recognised quality assurance accreditation, for example BS/EN/ISO 9001, or equivalent?

Yes No

Please provide details of your organisation's quality management system and explain in practical terms how you aim to achieve it. If yes, please provide copy of the certification.

B10 How does your organisation assess the suitability and competence of potential staff? (Answer on no more that one (1) side of A4).

B11 State the number of staff employed by your organisation engaged in the type of work for which you are applying. Also, detail the average level of staff turnover in the last two (2) years:

Category (insert industry categories, if used)	Number of Staff	Average Staff Turnover
Operatives NVQ (or similar) awarded		
Operatives - without NVQ (or similar)		
Senior Operative		
Supervisor		
Management		
Administrative/Clerical		
Training		
Other		
TOTAL:		

B12 Please list the qualifications your employees have which are relevant to the work for which you are now applying:

Position / Job Title	Qualifications

B13 Please outline your policy for staff training, development and the accurate keeping of staff performance records (on no more than one (1) side of A4)

B14 Please state any services related to this tender that your organisation would normally sub-let to sub-contractors and indicate the proportion of this work normally sub-let:

Type of Work	Proportion Sub-let

B15 The Council requires references from *two current clients and these may form part of the evaluation process. Wherever possible, these should be for contracts similar (service, size and scope of project, cost etc) to the one for which you are submitting a response. Are you in a position to provide us with references from most recent or current clients? Please refer to Appendix C.

Yes No

If no, please provide details as to why:

SECTION C: FINANCIAL INFORMATION

C1 What is the name and address of your principal banker?

Name:	
-------	--

Address:	
Phone number:	
E mail address:	

C2 Please provide copies of the audited accounts for each of the previous three financial years or from inception of your organisation. Where most recent (interim/final) accounts remain to be signed, draft accounts for the year should be provided.

Applicant Organisation (or lead-entity in a consortium)	Enclosed?	
Balance Sheet:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Profit and loss account - complete with full notes to all the accounts:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Statement of turnover since the last set of published accounts	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Director's / Auditor's report:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Parent Company	Enclosed?	
Balance Sheet:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Profit and loss account - complete with full notes to all the accounts:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Statement of turnover since the last set of published accounts	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Director's / Auditor's report:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

C3 Where Applicant organisations are subsidiary companies, the Council may require a parent company guarantee and/or other guarantees of performance and financial standing if considered appropriate. Do you confirm that your organisation is willing to provide this if required?

Yes No

C4 Would the group or the ultimate holding company be prepared to guarantee your contract performance as its subsidiary?

Yes No

If yes, please provide details:

C5 In the space below list any outstanding claims or litigation against your organisation.

C6 Please give details of insurance held, supplying in each case a copy of the policy held by you in relation to that insurance:

a. Employers Liability Insurance (in respect of any one occurrence)

Name of Insurance Company:	
Policy Number:	
Extent of Cover:	
Expiry Date:	
Policy Number:	
Extent of Cover:	

- b. Public and Product Liability (Third Party) Insurance (minimum £5m required, £10m for asbestos works in respect of any one act or occurrence or series of acts or occurrences in any one year)**

Name of Insurance Company:	
Policy Number:	
Extent of Cover:	
Expiry Date:	
Policy Number:	
Extent of Cover:	

- c. Professional Indemnity/Insurance (minimum £5m in respect of any one claim required)**

Name of Insurance Company:	
Policy Number:	
Extent of Cover:	
Expiry Date:	
Policy Number:	
Extent of Cover:	

- C7** Please give full details of any claim in excess of £20,000 made under your organisation's Professional Indemnity policy during the last three years:

SECTION D: EQUALITY AND DIVERSITY

D1 Do you warrant that you have complied with the following to date?

Race Relations Act 1976	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Equal Pay Act 1970	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Sex Discrimination Act 1975	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Disability Discrimination Act 1995	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Minimum Wage Legislation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Employment Equality (Age) Regulations 2006	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Employment Equality (Religion and Belief) Regulations 2003	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Employment Equality (Sexual Orientation) Regulations 2003	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Equality Act 2006	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Or equivalent legislation if you employ staff in any other country. Yes No

If you have answered “no” to any one of the above, please provide details.

D2 In the last three years, has any finding of breach of the above regulations been made against your organisation by any court or tribunal?

Yes No

D3 In the last three years, has your organisation been the subject of formal investigations by the Equality and Human Rights Commission on grounds of alleged breach of any of the above regulations?

Yes No

D4 If the answer to question D2 is yes or, in relation to question D3, the Commission made a finding adverse to your organisation, what steps did you take as a consequence of that finding?

SECTION E: HEALTH AND SAFETY

E1 Does your organisation have policies; formal processes and procedures to ensure that Health and Safety regulations stipulated in Health and Safety at Work Act 1974 applicable to your organisation are followed?

Yes No

E2 Does your organisation have a person dedicated to review your Health and Safety policies, processes and procedures periodically?

Yes No

E3 Please give the full names, title and contact details of the person responsible for Health and Safety in your organisation:

Name:	
Title:	
Qualifications:	
Employment status:	
Phone:	
Fax:	
E Mail address:	

E4 Health and safety policy statement:

Statement	Enclosed?
For organisations having five or more employees, please enclose a copy of your latest signed Health and Safety Policy as required under Section 2 (3) of the Health and Safety at Work etc Act 1974 which identifies your company's policy, organisation and arrangements for safety.	Yes <input type="checkbox"/> No <input type="checkbox"/>

E5 *If you employ less than five members of staff and do not have a written Health and Safety Policy, we would expect to see copies of relevant risk assessments required under the Management of Health and Safety at Work Regulations 1999 as all other H & S legislation applies. Should the Council require the relevant evidence, is your organisation in a position to provide:*

Organisational responsibilities	Yes <input type="checkbox"/> No <input type="checkbox"/>
Organisational chart illustrating the Health and Safety arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>

E6 Does your organisation provide the following types of health and safety related *training to staff?

Type of Training	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Health and Safety Induction	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hazard Awareness	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Accident Awareness	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Accident Reporting	Yes <input type="checkbox"/>	No <input type="checkbox"/>

* Please supply any training plan and/or sample of training records as supporting evidence.

E7 Risk assessments and working methods

A If it does not form part of the arrangements stated in your safety policy, please attach a copy of your procedure for carrying out risk assessment.

B	State where, in your documents, we can find details on how you assess the following and enclose work samples:
i	Risk Assessments:
ii	COSHH assessments:
iii	PPE assessments:
iv	Introduction of new machinery:
v	One other subject of your choice – state what the subject is and enclose a copy:

E8 Accident/Incident investigation and records

A In the space below, provide details on any accidents, dangerous occurrences, or occupational illnesses reported to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 over the last 2 years. If necessary, attach any relevant documents

B If it does not form part of the arrangements stated in your safety policy please attach a copy of your procedure for investigating and reporting accidents, dangerous occurrences, or occupational illnesses. Is this attached? Yes No

E9 The Construction (Design and Management) Regulations 2007 (CDM) (applicable to works contracts only.)

A	Does CDM apply to work for which you are making application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
----------	--	------------------------------	-----------------------------

B	If yes and the information does not form part of the arrangements stated in your safety policy, please enclose a copy of how you approach work that falls within the scope of these regulations.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
----------	--	------------------------------	-----------------------------

C	Please enclose a Construction Phase Health & Safety plan.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
----------	---	------------------------------	-----------------------------

D	Please enclose a sample of your method of assessment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
----------	---	------------------------------	-----------------------------

E	In the space below, state how your company selects / assess sub-contractors: If necessary, attach any relevant documents.
----------	---

E10 Improvement / Prohibition Notices: Has your organisation been served with any improvement or prohibition notices by the enforcing authority in the last two years?

Yes No

If yes, please give details and detail what action was taken to avoid a similar infringement:

E11 Prosecutions: Has your organisation been prosecuted for breach (es) of any health and safety legislation in the last five years?

Yes No

If yes, please give details:

SECTION F: SUSTAINABILITY

F1 Does your organisation have a named officer, or manager or managers responsible for environmental management?

Yes No

If yes please give details:

Name:	
Title:	
Phone:	
Fax:	
E Mail address:	

F2 Do you have a sustainability / environmental policy?

Yes No

If yes, then please enclose a copy of your policy and go to question F4:

F3	Does your organisation have in place an environmental management system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----------	--	------------------------------	-----------------------------

F4	Has your organisation compiled a register of environmental regulations and legislation relating to your business operations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----------	--	------------------------------	-----------------------------

F5	Does your organisation compile environmental effects register e.g. to monitor CO2 or carbon footprints which can be inspected by the Council on request?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----------	--	------------------------------	-----------------------------

F6	Do you have an environmental action plan in place to reduce your adverse impact on the environment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----------	---	------------------------------	-----------------------------

F7	If you answered 'yes' to any of the questions F4 – F6 above, do you have any objection to the Council carrying out an inspection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----------	---	------------------------------	-----------------------------

F8	Outline below the specific environmental impacts associated with carrying out the services your Organisation undertakes and what steps are being taken to minimise them:
-----------	--

F9	Please describe your organisation's commitment to sustainability of the environment?
-----------	--

APPENDIX A

INELIGIBILITY CONDITIONS

Summary of ineligibility conditions provided by Regulation 23 of the Public Contracts Regulations 2006

This summary is not an exhaustive list and is offered only as an indication for the convenience of Applicants.

Regulation 23 sets out the grounds on which a services provider may be deemed ineligible to tender for or be awarded a public contract. Rejection is permissible when an Applicant:

- Has been convicted of any of the following offences: conspiracy, corruption, bribery, fraud, money-laundering or any other offence within the meaning of Article 45(1) of the Public Services Directive;
- Is in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings;
- Has been convicted of a criminal offence related to business or professional conduct;
- Has committed an act of grave misconduct in the course of business or professional conduct;
- Has not fulfilled obligations relating to payment of social security contributions;
- Has not fulfilled obligations relating to the payment of taxes;
- Is guilty of serious misrepresentations in supplying information required under the Public Contracts Regulations 2006;
- Is not in possession of a licence or not a member of the appropriate organisation where the law of that member state requires it;
- Is not registered on the professional or trade register of the relevant member state in which it is established, and is required to be so.

Some of the above criteria also refer to directors, or any other person with powers of representation, decision or control of an organisation.

Applicants should refer to the Regulations and satisfy themselves that they are not ineligible.

APPENDIX B

UNDERTAKING

PROCUREMENT OF [INSERT CONTRACT TITLE]

This section is to be completed by a director or senior officer of the Applicant (including, in the case of a consortium, by each consortium member. If in doubt, Applicants should disclose the relevant information to the London Borough of Hounslow.

The undersigned hereby certifies that:

- a) The Applicant named below would like to be considered by the London Borough of Hounslow in the above tender.
- b) The information provided within this Pre-Qualification Questionnaire ("PQQ") response is accurate to the best of my knowledge and belief and that I understand that inaccuracies may result in the PQQ response being rejected.
- c) I authorise the London Borough of Hounslow to contact the Applicant's bankers and any of the referees named to verify any matters arising from this questionnaire.
- d) I understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract currently in force and will result in my/our exclusion from the above tender.
- e) The Applicant will advise the London Borough of Hounslow immediately of any changes to the information supplied.
- f) Except as disclosed in this PQQ response or with this certificate:
 - my response is independent of everyone not within my organisation or my consortium;
 - I have prepared every aspect of my response unilaterally and without reference to anyone else not within my organisation or consortium;
 - I have not provided any confidential information in relation to my response to anyone else not part of my organisation or consortium;
 - I have not received any confidential information affecting my response in any way from anyone else not part of my organisation or consortium; and,
 - I have not provided any information or had any communication concerning anyone not within my organisation or my consortium.

The undertakings should be signed by the Applicant, a partner or authorised representative in her/his own name and on behalf of the Supplier.

SIGNED FOR AND ON BEHALF OF (INSERT SUPPLIER NAME)

Name: _____

Title: _____

Signature: _____

Date: _____

APPENDIX C

Client Reference Questionnaire For: **[Insert Tender name]** for **(Insert Applicant's Name)**

Please ensure that your Clients send a completed copy of this form direct to the Council via the following email address: procurement@hounslow.gov.uk by **[insert Submission deadline date]**

A	Name and full address of organisation and department:	
	Client contact name:	
	Phone:	
	Fax:	
	E Mail address:	
	Contract title:	
	Tender value:	
	Value to date:	
	Type of works or services or goods provided:	
	Contract start and end dates:	
	Do you have an effective working relationship with the organisation that includes a shared vision resulting in improved service delivery?	
	Is your contractor flexible in its approach to dealing with changes to the contract/scope of the Contract that you feel are important?	
	Have there been any significant incidences involving your contractor that has resulted in Third party intervention that resulted in negative publicity for your organisation?	
	Did your contractor support/manage and deal with the issue effectively?	
	Since the letting of your contract, have you had cause to re-negotiate the contract or take remedial action against the contractor due to poor performance or other factors?	
	Has the contractor met all/most/some of your expectations?	

Would you use this contractor again? Yes No Not Sure Yes, but with conditions *

* If the answer is conditional please give details:

Any other comments:

Name:

Signature:

Position in Organisation:

e-mail:

Date: