



Ragged School Museum

Selection Questionnaire (“SQ”) for
Main Contractor Appointment

Relating to
Ragged School Museum
Redevelopment

July 2020



Issue date:	10 th July 2020
Return date/time:	7 th August 2020 5:00pm

BRIEF OF THE RAGGED SCHOOL REDEVELOPMENT PROJECT

Introduction to the Scheme

The Ragged School Museum have successfully secured a delivery grant through the National Lottery Heritage Fund programme, for the refurbishment project at the Ragged School Museum.

The Ragged School Museum is seeking a main contractor for the re-modeling and refurbishment works to the Grade II listed Museum to provide a refreshed visitor experience, improved education facilities, café/ bar, events space and flexible office facilities.

The Ragged School Museum seeks a single main contractor to complete the works and to agree a fixed price lump sum contract which will be let under a JCT Standard Building Contract with Contractor's Design 2016. There may also be a requirement for a performance bond to be included.

Brief Description of the works required

- Complete the refurbishment of the Ragged School Museum.
- Extend public access to buildings of considerable significance in the history of education and of Victorian philanthropy.
- Make the history of the building more coherent.

The project will secure and improve the fabric of the building, bringing over 618sqm into public and productive use. It will enable the public in general to engage with the remarkable history of the Copperfield Road buildings and their role in the struggle for universal free education. The authenticity of buildings will be retained with sensitive conservation. Public facilities will be greatly enhanced encouraging more repeat visits.

The Heritage – Building Works

- Restore No46 and bring it fully in to public use. Improve the condition of all the buildings.
- Ensure that the historical fabric is respected, enhanced and secured for the future.
- Preserve and enhance for the future the only surviving building associated with the work of Dr Barnardo in the area where he started his work.
- Develop a regular maintenance programme. Public Facilities & Access
- Create a wheelchair accessible Victorian classroom and access throughout the building.
- Improve and extend public facilities, especially toilets for schools.
- Develop a café & restaurant opening onto the Regent's Canal.
- Create, within the limitations of its historic fabric, an energy efficient, sustainable building.
- Create a building for community use and which enhances community cohesion.

Wider Project Brief Elements (Not included within this contract)

Interpretation / Exhibition

- Develop an exhibition on the history of the buildings, the history of the ragged school movement, the work of Dr Barnardo and the social history of the Victorian East End.
- Create a temporary exhibition space.

An expanded Activity Programme

- Increased volume of school visits and programme extended to KS3 & 4.
- Greater capacity for the Family Learning Holiday programme

- New Initiatives eg ESOL resources; after school clubs.
- Greater capacity to offer work placements, work experience and volunteering, especially more collaboration with the Tower Project clients: learning disabled young adults.

Increase financial sustainability and resilience by:

- An expanded schools programme.
- Hire of the refurbished top floor for seminars / conferences.
- Hire of the refurbished top floor for corporate events.
- A lettable space on the first floor.
- More capacity for additional venue hire for photo shoots etc.
- Increased income from the shop and café.
- Reduced maintenance and utility costs.

The target for completion of the capital works is the end of 2021.

The Contractor will be required to undertake the necessary work to meet the contractual obligations the Museum has with National Lottery Heritage Fund, alongside its own management procedures and protocols.

This enquiry is to seek expressions of interest in order that the client can invite tenders from a short list of suitable companies to provide a fixed price lump sum contract.

The Contractor should acknowledge that the Ragged School Museum intend to retain the services of all the consultant team. Therefore, a novation is not proposed.

Tender Stage

The Ragged School Museum has included all documents currently available in the suite of the procurement documents. The list of documents includes:

- Architects RIBA Stage 3 Report

The ITT will be finalised and issued to all selected potential suppliers under a formal notification letter, with the selection results inviting them to the tender stage. The ITT contains the works requirements of the Ragged School Museum, the award criteria and their weightings as well as the methodology to be used to evaluate the tenders submitted in response to the ITT.

Costs

Any expenditure, work or effort undertaken by your organisation prior to the award of a contract is a matter solely for your organisation's own commercial judgement.

The Ragged School Museum reserves the right to terminate this procurement process at any time and not to enter into any contract. The Ragged School Museum and/or its advisers shall not be liable for any costs, liabilities or expenses whatsoever, whether incurred (directly or indirectly) by your organisation or your advisers or sub-contractors, in connection with the preparation of any response to this SQ, or in the event of discontinuance of this procurement process (whatever the cause).

Standard Selection Questionnaire

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this 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 exclusion's 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 (although sub-contractors that are not relied upon do not need to complete the self-declaration).

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

Supplier 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 bidder.

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an Client 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 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 years.

MAIN CONTRACTOR APPOINTMENT RELATING TO THE RAGGED SCHOOL MUSEUM REDEVELOPMENT

RESTRICTED PROCUREMENT PROCEDURE

Notes for completion

1. The “Client” means the contracting body, or anyone acting on behalf of the contracting body, 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 the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. This Selection Questionnaire (SQ) has been designed to assess the suitability of a Supplier to deliver the Client’s contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process
4. 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.
5. The Client recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Client immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Client will make a revised assessment of the submission based on the updated information.
6. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
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.
8. Please note that the Client may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Client as being necessary for the satisfactory performance of the contract.
9. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.
10. The Client recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the Client must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Client reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.
11. The Client confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand

made by any competent Client or body where the Client is under a legal or regulatory obligation to make such a disclosure.

12. Please return a completed version of this document by email to rsmtender@pulseconsult.co.uk

Preliminary Information:

Goods, services and/or works which the Client wishes to procure:	Main Contractor for the Construction works and restoration of the Grade II listed Ragged School Museum located at 46 – 50 Copperfield Road, London E3 4RR.
How many contracts the Client currently expects to award:	One Contract.
The contract terms and conditions that shall be applied:	JCT Standard Building Contract with contractor’s design 2016 (ICD). There may also be a requirement for a performance bond to be included.
If there are 2 or more lots, whether there are limits on the number of lots for which each supplier may apply:	N/A.
Number of suppliers the Client expects to invite to tender and how this will be determined:	The Client envisages inviting the top 5 scoring suppliers to tender following the pre-qualification (SQ) process. Tenders will be assessed on a cost/quality basis. However, the Client reserves the right to invite additional suppliers where the difference in scores awarded is negligible.
Procedure to be used.	Restricted procurement procedure.
Due date for return of the SQ response	7 th August 2020 5:00pm
How long the arrangements are expected to last (e.g. due dates, expiry, extensions etc.):	The Invitation to Tender (ITT) document will be issued in October 2020. The arrangement is due to last until the works are complete. The Construction works should be completed by the end of December 2021. The exact programme time will be determined at tender stage.
Estimated Works value.	£2.5m
Whether the Client expects TUPE to apply to the successful supplier.	N/A

Consequence of submitting a response to this SQ:	<p>You will be deemed to have read, understood and accepted the rules and instructions indicated in this SQ.</p> <p>By submitting a response, a supplier will be deemed to have acknowledged and understood that if it is invited by the Client to tender, this shall not in itself be construed to mean that the Client is necessarily satisfied with the financial standing, capabilities or other matters in relation to the supplier. The Client would reserve the right to make further checks in the course of the exercise to satisfy itself of any of these matters where relevant.</p>
How to submit a response and make enquiries:	<p>If you have any difficulties, please email rsmtender@pulseconsult.co.uk or phone 0115 784 4790 for assistance.</p> <p>Hard copies of any part of your response that are sent to the Client, will be ignored.</p> <p>All correspondence during the tender process should be submitted via email.</p>
Language:	All responses must be submitted in English only
Process:	The Client reserves the right to amend, cancel or postpone this procurement process at any time. Suppliers will bear their own costs in such circumstances.

Timetable of this exercise:

Closing date for SQ Supplier clarifications:	31 st July 2020 5:00pm
CLOSING DATE AND TIME FOR SUBMISSION OF RESPONSES TO THIS SQ:	7th August 2020 5:00pm
Estimated date of issue of an Invitation to Tender (ITT)	OCTOBER 2020
Estimated date on which the contract or contracts are to be awarded:	JAN 2021
Estimated Standstill Period Ends:	N/A
Estimated date of commencement of the contract or contracts:	JAN 2021
Rules regarding late or incomplete responses:	Late responses may not be accepted. The Client reserves the right to seek clarification on matters considered to be minor omissions.

Changes to a supplier's circumstances:

A supplier must inform the Client in a reasonably prompt, complete and accurate manner (via the Client's e-tendering system) of any material changes to the supplier occurring after its response to this SQ is submitted which on a reasonable view, are likely to affect the Client's decision in evaluating the supplier's response.

If the supplier is a consortium: changes to the membership of the consortium shall be considered a material change.

If a supplier is unsure whether any changes would be considered material, they are advised to check directly with the Client.

The obligation of a supplier to keep the Client informed of material changes shall continue until the first of the following to occur, as relevant:

The Client communicates that the involvement of the supplier in the procurement exercise has come to an end. The Client enters into a contract with the supplier as a result of this procedure.

How this SQ will be evaluated

All submitted questionnaires will be evaluated by officers of the Client (and/or their agents) in order to compile a list of organisations to be invited to tender.

Information only questions (Marked 'INFO' in this questionnaire)

The information provided by applicants in response to these questions is information necessary to support an application. **Applicants must answer all questions to the best of their ability** as failure to respond to these questions may invalidate your bid. Please note that your responses to these questions are not assessed by the Client within its bid scoring framework

Mandatory Questions (Marked 'M' in this questionnaire)

In this questionnaire there are several elements which are of a mandatory (pass/fail nature) i.e. any organisation which does not pass one of these criteria will not have their SQ submission considered further within this process regardless of any other merits. A check of all mandatory criteria will be carried out by the Client procurement team or their agents for the project, prior to submissions being circulated to evaluation team members.

Number	Section	Requirement
Part 2 Section 2	Grounds for Mandatory Exclusion	Applicants must answer "No" to all elements to automatically pass OR . Any Applicant that answers 'Yes' to any question must provide the details at Q2.1(b) and be able to answer 'Yes' to Q2.2.
Part 2 Section 3	Grounds for Discretionary Exclusion	Applicants must answer "No" to all elements to automatically pass OR Any Applicant that answers 'Yes' to any question within Part 2 Section 3 should provide sufficient evidence, that provides a summary of the circumstances and any remedial action that has been taken place subsequently and effectively "self-cleans" the situation referred to in that question. The Applicant has to demonstrate it has taken such remedial action, to the satisfaction of the Client in each case. If such evidence is considered by the Client (whose decision will be final) as sufficient, the Applicant concerned shall be allowed to continue in the procurement process.
Part 3 Section 4 Q4.1	Economic & Financial Standing	Applicants must be achieving a minimum of "medium risk" in order to pass this question
Part 3 Section 4 Q4.2	Economic & Financial Standing	Applicants must answer 'Yes' to at least 1 question
Part 3 Section 8 Q8.1	Insurance	Applicants must answer 'Yes' in order to pass this question.
Part 3 Section 8 Q8.2	Compliance with equality legislation	Applicants must answer "No" to this question to automatically pass OR Any Applicant that answers 'Yes' to this question should provide sufficient evidence, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question. The Applicant has to demonstrate it has taken such remedial action, to the satisfaction of the Client in each case. If such evidence is considered by the Client (whose decision will be final) as sufficient, the Applicant concerned shall be allowed to continue in the procurement process.
Part 3 Section 8 Q8.3	Environmental Management	Applicants must answer "No" to this question to automatically pass OR Any Applicant that answers 'Yes' to this question should provide sufficient evidence, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question.

		The Applicant has to demonstrate it has taken such remedial action, to the satisfaction of the Client in each case. If such evidence is considered by the Client (whose decision will be final) as sufficient, the Applicant concerned shall be allowed to continue in the procurement process.
Part 3 Section 8 Q8.4	Health & Safety	<p>Applicants must answer "No" to this question to automatically pass OR</p> <p>Any Applicant that answers 'Yes' to this question should provide sufficient evidence, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question.</p> <p>The Applicant has to demonstrate it has taken such remedial action, to the satisfaction of the Client in each case. If such evidence is considered by the Client (whose decision will be final) as sufficient, the Applicant concerned shall be allowed to continue in the procurement process.</p>

It is recommended that you ensure your organisation will pass all mandatory requirements before completing the questionnaire.

Any organisation who passes all of the mandatory criteria, will have their responses to Section 9 - Additional SQ modules, scored against the following criteria.

Scored Questions (Marked 'S' within the questionnaire)

Scored questions require an assessment to be made about how well an applicant meets a particular requirement. Each individual member of the Client's evaluation team, either the Client's Officers or those working on behalf of such officers, will allocate a score the responses in line with the table below for each of the separate scored criteria in Section 9.

Requirement	Score
Meets the evaluation criteria to a <u>very good</u> standard. High standard, meeting or exceeding specified requirements. Possibly some minor reservations	4
Meets the evaluation criteria to a <u>good</u> standard. Satisfactory response, meeting specified requirements in most areas. Some reservations and perhaps need for further clarification	3
Meets the evaluation criteria to an <u>adequate</u> standard. Acceptable response having met specified requirements in some areas. Some reservations needing further clarification	2
Meets the evaluation criteria to a <u>poor</u> standard. Specified requirements across all areas generally not met	1
No meaningful response submitted, or <u>below an acceptable</u> standard	0

All the individual evaluator scores will be collated for each Lot. Where there is a difference in scoring of more than 1, individual evaluators will be asked to review their scoring for accuracy and completeness. Evaluators may at this point amend their original scores.

Once all scores have been collated for each lot, an average of the individual evaluator's scores will be taken and the individual weighting for that criteria applied, as per below:

Question No.	Questions	Weighting
9.1 Part A	<u>Case Study Nr 1</u> Provide an example case study of a project you have undertaken in the last 5 years that is similar to the Ragged School Museum project, identifying the similarities and relevance to this scheme.	20%
9.1 Part B	<u>Case Study Nr 2</u> Provide an example case study of a project you have undertaken in the last 5 years that is similar to the Ragged School Museum project, identifying the similarities and relevance to this scheme.	20%
9.1 Part C	<u>Case Study Nr 3</u> Provide an example case study of a project you have undertaken in the last 5 years that is similar to the Ragged School Museum project, identifying the similarities and relevance to this scheme.	20%
9.2	Describe your processes and procedures for managing works in sensitive heritage environment or other similar sensitive locations. This will need to include examples of how you have previously managed works of this nature and any restrictions you have put in place to manage localised disruption (funerals, visitors to graves etc).	12.5%
9.3	Describe how on previous projects you have managed to deliver a project of this nature within a stringent delivery programme with a fixed end date.	12.5%
9.4	Provide details of how you have ensured the correct level of resource to manage and deliver projects similar to the proposed project works. Provide evidence including organisation structure and hierarchy of responsibilities for the delivery projects referencing one of more of the case studies from Section 5.	10%
9.5	Describe examples of where on previous projects you have been able to provide work opportunities or environmental benefits to the local population.	5%

Please note, the full details of each question are contained within Section 9 - Additional SQ Modules (Project Specific Questions).

The Client shall not be bound to select an organisation to proceed to the next stage of the procurement process simply because it has passed the legal/eligibility criteria and achieved the minimum standards detailed within the questionnaire.

The Client further reserves the right:

- not to invite any organisation with a total questionnaire score below 50%
- invite more organisations where there is a negligible difference in the scores between the 5th applicant and the next placed applicant(s).

YOU ARE REQUIRED TO COMPLETE AND RETURN ALL DOCUMENTS FROM THIS POINT ONWARDS TO PULSE CONSULT BY THE SQ DEADLINE

Part 1: Potential supplier Information (INFO)

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

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

1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop	
	c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ⁱⁱ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: ⁱⁱⁱ - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	

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

Section 1		Bidding model				
Question number	Question	Response				
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.				
1.2(a) - (ii)	Name of group of economic operators (if applicable)					
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.					
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each subcontractor in the following table: we may ask them to complete this form as well.					
	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 Client 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 (INFO)	
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 (M)

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 (M)	
Question number	Question	Response	
2.1(a)	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>		
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)	
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)	
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)	
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)	
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)	
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)	
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing Client, precise reference of the documents.</p>		
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	Yes <input type="checkbox"/> No <input type="checkbox"/>
	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?	
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 Client reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		Grounds for discretionary exclusion (M)	
	Question	Response	
3.1	Regulation 57 (8) The detailed grounds for discretionary 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 three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.		
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	

3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
	or other comparable sanctions?	

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 Client to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	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 been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	
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Part 3: Selection Questions

Section 4		
Economic and Financial Standing		
Section 4	Question	Response
4.1	<p>The Client will undertake credit rating.</p> <p>The Bidder must achieve a minimum of “Medium Risk” via the credit check. The Client will use ‘Credit Safe’ to carry out credit checks (Pass / Fail).</p>	
4.2	<p>Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></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>Yes <input type="checkbox"/> No <input type="checkbox"/></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>Yes <input type="checkbox"/> No <input type="checkbox"/></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"/> No <input type="checkbox"/></p>

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: (INFO)	
Name of organisation	
Relationship to the Supplier completing these questions	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability (Info)
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</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 Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Contract value			
Final Account Value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>

6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 (INFO)	
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 2015?	Yes <input type="checkbox"/> Please provide the relevant url to view the statement ... 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 if they are successful at contract award stage.

Section 8	Additional Questions	
8.1	Insurance (M)	
a.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N</p> <p>Employer's (Compulsory) Liability Insurance = £10m Public Liability Insurance = £10m Professional Indemnity Insurance = £5m with accepted/ specific sub-limits for pollution</p> <p>Product Liability Insurance = £10m</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	

8.2	Compliance with equality legislation (M)	
For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
8.2.1	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.2.2	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Client’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.2.3	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.3	Environmental Management (M)	
8.3.1	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or Client (including local Client)?</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Client will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Client is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.3.2	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

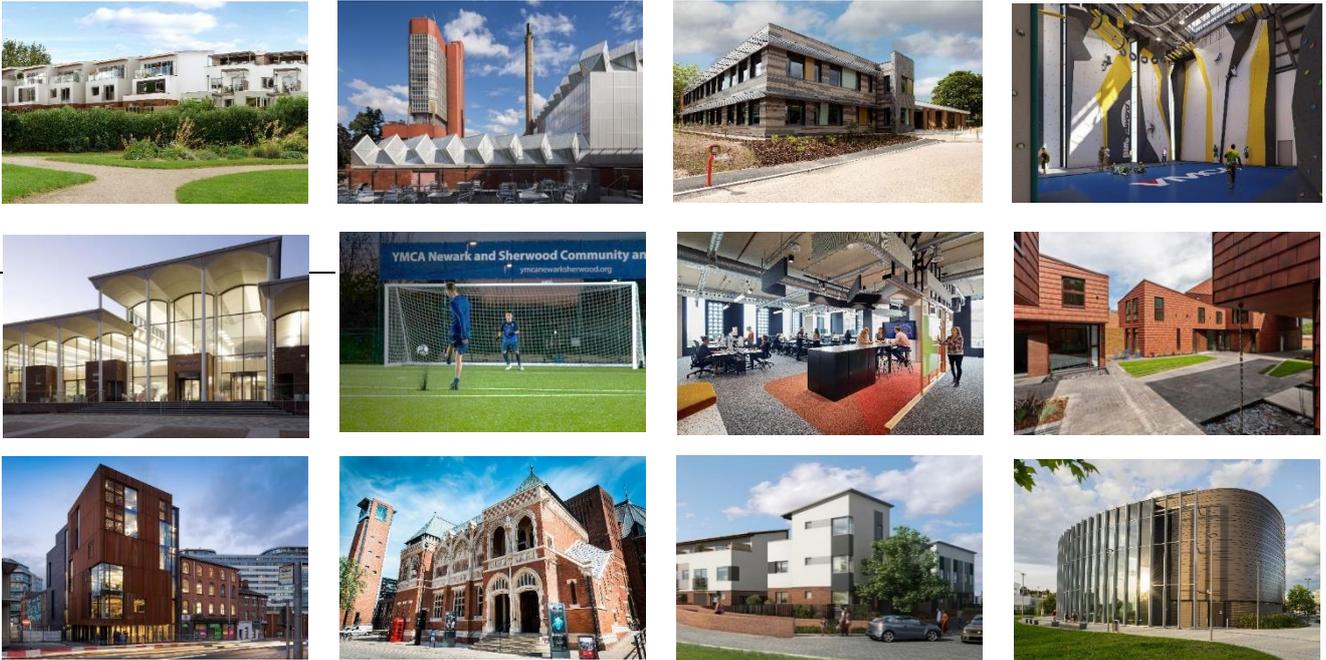
8.4	Health and Safety (M)	
8.4.1	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.4.2	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Client will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Client's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	
8.4.3	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.5	Social and Economic	
	FOR INFORMATION ONLY (not evaluated)	
	Give examples of your organisations involvement in each of the following, detailing which have been successful, and which have been less successful, and why. Please note that the below is for information only and will not be scored.	
8.5.1	Targeting recruitment at non-employed people	
8.5.2	Providing trade or operative training opportunities for new entrants to the industry	
8.5.3	Promoting supply-chain opportunities to new and small businesses	
8.5.4	Development of trade skills in your existing workforce	
8.5.5	Equal opportunities recruitment initiatives	

Section 9		Additional SQ Modules - Project Specific Questions (S)	
		<u>Please provide responses on a separate document labelled 'Section 9 – Project Specific Questions.'</u>	
Question No.	Question	Weighting	
9.1 Part A	<p><u>Case Study Nr 1</u> Provide an example case study of a project you have undertaken in the last 5 years that is similar to the Ragged School Museum project, identifying the similarities and relevance to this scheme.</p> <p>These should be a similar size and complexity to the Ragged School Museum Scheme, identifying similarities and relevance to this scheme. Details of the completed project should evidence works on projects, within a conservation and heritage setting and to listed buildings.</p> <p>Response should be no more than 1 side of A4 paper, size 10 font, maximum 500 words.</p>	20%	
9.1 Part B	<p><u>Case Study Nr 2</u> Provide an example case study of a project you have undertaken in the last 5 years that is similar to the Ragged School Museum project, identifying the similarities and relevance to this scheme.</p> <p>These should be a similar size and complexity to the Ragged School Museum Scheme, identifying similarities and relevance to this scheme. Details of the completed project should evidence works on projects, within a conservation and heritage setting and to listed buildings.</p> <p>Response should be no more than 1 side of A4 paper, size 10 font, maximum 500 words.</p>	20%	
9.1 Part C	<p><u>Case Study Nr 3</u> Provide an example case study of a project you have undertaken in the last 5 years that is similar to the Ragged School Museum project, identifying the similarities and relevance to this scheme.</p> <p>These should be a similar size and complexity to the Ragged School Museum Scheme, identifying similarities and relevance to this scheme. Details of the completed project should evidence works on projects, within a conservation and heritage setting and to listed buildings.</p> <p>Response should be no more than 1 side of A4 paper, size 10 font, maximum 500 words.</p>	20%	
9.2	<p>Describe your processes and procedures for managing works in sensitive heritage environment or other similar locations. This will need to include examples of how you have previously managed works of this nature and any restrictions you have put in place to manage localised disruption around the building including adjacent neighbours, traffic and areas of high pedestrian footfall.</p> <p>Response should be no more than 2 sides of A4 paper, size 10 font, maximum 1000 words.</p>	12.5%	
9.3	<p>Describe how on previous projects you have managed to deliver a project of this nature within a stringent delivery programme with a fixed end date.</p>	12.5%	

	Response should be no more than 2 sides of A4 paper, size 10 font, maximum 1000 words.	
9.4	<p>Provide details of how you have ensured the correct level of resource to manage and deliver projects similar to the proposed project works. Provide evidence including organisation structure and hierarchy of responsibilities for the delivery projects referencing one of more of the case studies from Section 5.</p> <p>Response should be no more than 2 sides of A4 paper, size 10 font, maximum 1000 words.</p>	10%
9.5	<p>Describe examples of where on previous projects you have been able to provide work opportunities or environmental benefits to the local population.</p> <p>Response should be no more than 1 side of A4 paper, size 10 font, maximum 500 words.</p>	5%



Project Management



Construction Client Support



Quantity Surveying & Cost Management



Site Supervision / Clerk of Works



Education Consultancy



The Party Wall etc. Act 1996



Commercial Contractual Support



Project Monitoring

- ❖ Education
- ❖ Student Residential
- ❖ Commercial
- ❖ Culture & Arts
- ❖ Housing
- ❖ Sport & Leisure

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