

PREQUALIFICATION QUESTIONNAIRE

FOR

PROVISION OF CONSTRUCTION SERVICES

PRE QUALIFICATION QUESTIONNAIRE

20 MANVERS STREET BATH
REFURBISHMENT WORKS

PREQUALIFICATION QUESTIONNAIRE
FOR
CONSTRUCTION SERVICES
PART ONE

**PROJECT TITLE: 20 MANVERS STREET BATH
REFURBISHMENT WORKS**

SERVICE: PROVISION OF CONSTRUCTION SERVICES

PROJECT REFERENCE: 1749

NAME OF APPLICANT:

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**CONSTRUCTION SERVICES
APPRAISAL QUESTIONNAIRE**

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[Sections E - L are included in Part Two of the questionnaire]

IMPORTANT NOTE:

Responses to part two of this questionnaire will be used as part of the qualitative evaluation of the responses received to select a shortlist of contractors to be invited for tender.

SECTION A: GENERAL INFORMATION AND BUSINESS PROBITY

A1	Registered name of Company making application	
A2	Trading Name of Company	
A3	Company VAT Registration Number	
A4	Main address for correspondence:	
A5	Address of Registered Office (if different from above):	
A6	Name of person applying on behalf of Company:	
A7	Position in Company:	
A8	Telephone Number:	
A9	Fax Number:	
A10	Email Address:	
A11	Address/office from which the project will be delivered:	
A12	Telephone Number:	
A13	Fax Number:	
A14	Email Address:	
A15	Please state the nature of organisation: e.g. Sole Trader, Partnership, Limited Liability Partnership, Private Limited Company, Public Limited Company etc.	
A16	Date of formation of the Company	

SECTION A: GENERAL INFORMATION AND BUSINESS PROBITY

A17	Please indicate (if applicable):	(a) the date of registration:	
		(b) registration number:	
A18	If the Company is a member of a group of companies, please indicate:	Parent company name:	
		Registration number:	
		Address:	
A19	If the Company is a member of a group of companies, please indicate:	Ultimate holding company name:	
		Registration number:	
		Address:	
A20	Names, registration numbers and addresses of any fellow and/or subsidiary companies:		
A21	Would the group or ultimate holding company be prepared to guarantee your contract performance as its subsidiary? Or alternatively provide a performance bond?		Pass/fail
A22	What is your principal business activity?		
A23	<p>Please provide details of the full names and job titles of every:</p> <ul style="list-style-type: none"> • Director • Partner • Associate • Company Secretary 		

A24	Criminal offences and other Ground for exclusion Please confirm that your entity and any other entity for which you have provided details has not committed any of the following offences —	Pass/Fail
	<p>i) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA;</p> <p>ii) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 or as defined in Article 3 of the Council Act of 26 May 1997 and Article 3(1) of Council Joint Action 98/742/JHA (3) respectively;</p> <p>iii) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:</p> <ul style="list-style-type: none"> (a) the offence of cheating the Revenue; (b) the offence of conspiracy to defraud; (c) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978; (d) fraudulent trading within the meaning of section 458 of the Companies Act 1985; (e) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994; (f) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or (g) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968; <p>iv) money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering or money laundering within the meaning of the Money Laundering Regulations 2003;</p> <p>v) the offence of bribery; and</p> <p>vi) any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant State.</p>	

A25	Please confirm that your entity and any other entity for which you have provided details is not in any of the situations described below.	Pass/Fail
	<p>i) being an individual is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986(h), or article 242 of the Insolvency (Northern Ireland) Order 1989(i), or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;</p> <p>ii) being a partnership constituted under Scots law has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate;</p> <p>iii) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002(a) has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of the above procedures or is the subject of similar procedures under the law of any other state;</p> <p>iv) has been convicted of a criminal offence relating to the conduct of his business or profession;</p> <p>v) has committed an act of grave misconduct in the course of his business or profession;</p> <p>vi) has not fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;</p> <p>vii) has not fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;</p> <p>viii) is guilty of serious misrepresentation in providing any information required of him under this regulation; and</p> <p>ix) in relation to procedures for the award of a public services contract, is not licensed in the relevant State in which he is established or is not a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member.</p>	

SECTION A: GENERAL INFORMATION AND BUSINESS PROBITY**SECTION B: FINANCIAL AND ECONOMIC STANDING**

B1	Who is the person in the Company responsible for financial matters? At parent company level At organisation level At the Office responsible for the delivery of the Contract	Information only
B2	Who is the person to whom any financial queries should be addressed (if different from above)? Name: Position: Telephone Number: Fax number: Email address:	Information only
B3	Please provide the name, address and telephone number of your banker, and auditor/accountant.	Information only
B4	Please confirm that we may approach your banker and/or your auditor/accountant regarding the financing or any other relevant aspect of this contract.	Pass/fail
B5	Please provide the name, address, telephone number and email address of the Company's Insurance Broker.	Information only
B6	Please confirm you have Public Liability Insurance coverage of not less than ten million pounds sterling (£10,000,000). Please give the name of the insurer, policy number and expiry date of the Company's Public Liability (Third Party) Insurance Policy, and provide a copy of the Insurance Certificate.	Pass/fail
B7	Please confirm you have Professional Indemnity Insurance coverage of not less than ten million pounds sterling (£10,000,000). Please give the name of the insurer, policy number and expiry date of the Company's Professional Indemnity Insurance Policy, and provide a copy of the Insurance Certificate.	Pass/fail
B9	Please provide a copy of the Insurance Certificate of the Company's All Risks Insurance Policy.	Pass/fail

SECTION B: FINANCIAL AND ECONOMIC STANDING

B10	<p>Please enclose a copy of audited accounts and annual reports for the last 3 years, to include:</p> <ul style="list-style-type: none"> • Balance Sheet • Statement of Turnover • Profit and Loss Account • Full Notes to the Accounts • Director's Report / Auditors Report <p>Unaudited accounts are acceptable in respect of the last year if audited accounts are not available but audited accounts may be required if your Company is considered for the Contract award.</p> <p>The Accounts provided must be those prepared for shareholders and not modified accounts, which take advantage of the exemptions available, as defined in the Companies Act 1985, Sections 247-253.</p> <p>The accounts of the Company stated in A1 MUST be submitted. Accounts of a parent/holding company will be considered ONLY if either:</p> <p>(i) The Company does not produce accounts in its own right. This does not include Companies whose accounts are also consolidated in the parent's accounts; or</p> <p>(iii) Where the accounts of a parent/holding company are used, the Company will undertake to provide a parent/holding company guarantee in the Employer's standard format.</p>	Pass/fail
B11	<p>Please enclose a Dunn & Bradstreet comprehensive credit report for your Company.</p>	Pass/fail
B12	<p>Please provide your projected Turnover for the current financial year, please provide relevant supporting evidence.</p>	Information only

SECTION D: FREEDOM OF INFORMATION ACT 2000 AND CONFIDENTIALITY

C1	Each party ('the Receiving Party') shall keep confidential all information of the other party ('the Disclosing Party') obtained under or in connection with this questionnaire, and/or the Invitation to Tender, whether such information (which shall include, but not be limited to information obtained by the Contractor when visiting Disclosing Party's Site) is related to the Tender process including this questionnaire and the Invitation to Tender, or otherwise, and shall not divulge the same to any third party without the prior written consent of the Disclosing Party, and shall use it only for the purposes of the Contract.	
C2	The provisions set out above shall not apply to any information if such information is: - <ul style="list-style-type: none"> • in the public domain, other than through the fault of the Receiving Party, or • in the possession of the Receiving Party before its disclosure by Disclosing Party; • or obtained from a third party who is free to divulge the information concerned without a continuing restriction on its disclosure; or • independently developed by the Receiving Party or • disclosed pursuant to the requirement of any law or regulation (provided, in the case of disclosure under the Freedom of Information Act 2000, none of the exceptions to that Act applies to the information disclosed) or the order of any court of competent jurisdiction, and the party required to make that disclosure has informed the other, within a reasonable time after being required to make the disclosure, of the requirement to make the disclosure and the information required to be disclosed. 	
C3	Where information is requested under the Freedom of Information Act 2000, and it is deemed that the information required has to be provided, the Company must fully co-operate and provide all assistance requested the disclosing party to respond to such request within the timescales provided and set out in the Act. Please confirm that you will comply with the provisions set out above.	Pass/fail
C4	Certain information about the Company's response to this questionnaire (and its subsequent Tender, if the Company is Invited to Tender) will be published in an Award Notice in the Official Journal of the European Union. This is a statutory requirement under the provisions of the Public Contracts Regulations 2006 (Supplies, Services and Works). Please confirm that such information can be published in compliance with the Regulations.	
C5	It will be necessary to make reference to certain information and/or certain elements of the responses set out in the Company's Questionnaire in order to brief unsuccessful Companies and Tenderers, and this will be at the discretion of the Employer. Wherever possible any information provided will be on an anonymous basis. Please confirm that you accept this provision and identify any information that you consider must not be provided to third parties at all or that may only be provided anonymously.	

SECTION E: SERVICE LEVEL/QUALITY ASSURANCE

D1	Does the Company hold third party accreditation from a recognised body e.g. ISO 9001: 2000 or equivalent. Please enclose a copy of accreditation or details of any alternative quality management system.	Pass/fail
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