

# **PRE-QUALIFICATION**

# **QUESTIONNAIRE DOCUMENT**

**for**

# **MAIN CONTRACTOR SERVICES**

**for**

# **THE REFURBISHMENT OF ISLINGTON MILL**

**for**

# **ISLINGTON MILL ARTS CLUB CIC**

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**1 - DEFINITIONS**

Any terms and expressions used in this document shall have the meanings set out below. In this document, except where the context requires otherwise, the singular includes the plural and vice versa.

<b>'Applicant'</b>	means	an organisation to which this PQQ is issued (whether it is a single organisation, prime contractor or a consortium);
<b>'Islington Mill Arts Club CIC and Representative'</b>	means	IMAC and Mr David Haime, Modero Limited, 26 Hope Street, Liverpool, L1 9BX email: david@modero.co.uk or other such person as Islington Mill Arts Club CIC shall notify to the Applicant from time to time;
<b>'ACE'</b>	means	Arts Council England;
<b>'ITT'</b>	means	the Invitation to Tender documents that will be issued to those Applicants that are selected to tender;
<b>'Lead Organisation'</b>	means	in the case of a consortium Applicant or an Applicant relying on Significant Subcontractors, the organisation responsible for the submission;
<b>'PQQ'</b>	means	this Pre-Qualification Questionnaire;
<b>'Project'</b>	means	The Refurbishment of Islington Mill as explained in more detail in Section 2 of this PQQ;
<b>'Relevant Subcontractor'</b>	means	<ul style="list-style-type: none"><li>• where the Applicant is a consortium, each consortium member other than the Lead Organisation; and/or</li><li>• where the Applicant or a consortium member is a prime contractor, each Significant Subcontractor other than the Lead Organisation;</li></ul>
<b>'Significant Subcontractor'</b>	means	where there is a subcontracting arrangement, each proposed subcontractor where that proposed subcontractor will be contributing significantly, either in terms of value or importance to the Project; and

## **2 - INTRODUCTION**

### **2.1 PURPOSE OF THIS DOCUMENT**

- 2.1.1 This Tender is issued in relation to the project known as The Refurbishment of Islington Mill.
- 2.1.2 This PQQ relates solely to the procurement of Main Contractors for the Project as listed in 2.5. Those Applicants interested should comply with the instructions provided in this PQQ to register their expression of interest.
- 2.1.3 This PQQ has been produced to enable IMAC to evaluate the professional, economic and financial standing and ability and technical capacity of Applicants which have responded to the Contract Notice. IMAC will use the Applicant's PQQ submissions to select organisations which will be invited to tender.
- 2.1.4 The intention of this procurement process is to award a contract for Main Contractor services for the Project. The participation in this procurement process by SMEs is encouraged.

### **2.2 ORGANISATION OF THIS DOCUMENT**

- 2.2.1 This PQQ contains the following sections:
- 1 – Definitions
  - 2 – Introduction
  - 3 – Instructions for Completion
  - 4 – Evaluation and Clarification by IMAC
  - 5 – Questionnaire
  - 6 – Declaration
  - 7 – Certificate of Non-Collusive Tendering and Canvassing

### **2.3 BACKGROUND**

#### **THE REFURBISHMENT OF ISLINGTON MILL**

- 2.3.1 IMAC has secured funding from the Arts Council of England and Salford City Council to repair and upgrade the 5th and 6th floors of Islington Mill into an internationally recognised artist-in residence and creative production facility.

The scheme is due to start on site in third quarter 2017 subject to match funding being secured.

IMAC is a leading independent UK arts organisation based in a grade 2 listed former spinning mill in Salford, in North West England, structured around an organic network of independent artists. IMAC runs an innovative inter-disciplinary public arts programme and artists' residencies alongside studio spaces and an artists' bed and breakfast.

Drawing on the radical and subversive creative energy running through its arts activities, IMAC also has a reputation for putting on legendary experimental gatherings, events and parties.

IMAC is a not for profit Community Interest Co (CIC), a company limited by guarantee that operates the public programme and residency activity within Islington Mill and acts as the managing agent for 50 studio spaces. Our proposal to develop the unused 5th and 6th floor of Islington Mill into a world class artist-in-residence facility expands upon our current residency activity which benefits from an existing 3 bedroom ground floor bed and breakfast facility. The development proposal also addresses a key concern for the future of the whole building, by addressing the deteriorating state of the roof and upper floor of the buildings and will deliver the first accessible studios in the region with installation of a lift, new stairs and an improved entrance.

The main scheme elements are:

- Making repairs to the roof, external elevations and structure and replacing windows, allowing for the 5th and 6th floors of Islington Mill to be brought back into use and securing the mixed arts use and ecology of the entire building.
- Creating a new lift and staircase on the southern elevation to serve all six floors and making entire Islington Mill offer accessible to all.
- Providing 8 new residency spaces in the 6th floor that will fill an acknowledged gap in the region for live-work artist in residence spaces. These space will allow IMAC to grow its existing artist in residence activity and provide a gateway into the region for an international community of artist and a gateway out of the region for emerging and mid-career artists and creative practitioners.
- Providing the infrastructure for the 5th floor to be used as an open studio and exhibition space.
- Upgrading the public entranceways and access to the building.
- Upgrading services

For more scheme information, please [email.jo@islingtonmill.com](mailto:email.jo@islingtonmill.com).

IMAC has appointed a Project Manager. IMAC is also appointing the following professional consultants: Architect and Principal Designer/Quantity Surveyor/Structural Engineer/Services Engineer/ Sustainability Consultant/CDM Co-ordinator.

The scheme has received planning permission and listed building consent from Salford City Council.

2.3.2 The Project is receiving financial support from Arts Council England (ACE) and Salford City City Council.

2.3.3 IMAC currently anticipates the total construction value of the Project will be in the region of £ 1,800,000 (GBP).

2.3.4 In order to support equality and diversity at all stages of the design and construction process the appointed main contractor will need to consider issues that *'integrate*

*equality and diversity within the planning and design processes and to use tools that dovetail with existing statutory or legislative requirements within capital developments’.*

## **2.4 INDICATIVE PROCUREMENT TIMETABLE**

<b>2.4.1</b>	<b>ACTIVITY</b>	<b>DATE</b>
	Publish PQQ	27/03/2017
	PQQ Questions deadline	13/04/2017
	Deadline for return of PQQ	21/04/2017
	PQQ evaluation	24/04/2017 – 28/04/2017
	Notify PQQ Applicants	28/04/2017
	ITT Bona Fida Tender Letter	14/06/2017
	ITT Confirmation Required	16/06/2017
	Release Tender Documents	30/06/2017
	Deadline for Return of Tenders	28/07/2017
	Analysis and Scoring	31/07/2017-04/08/2017
	Notification of Results	04/08/2017
	Contract Notice	04/08/2017
	Award of Contract	15/08/2017

2.4.2 IMAC reserves the right to revise the above timetable at any time.

## **2.5 SCOPE OF SERVICES REQUIRED FROM APPLICANTS**

2.5.1 The scope of disciplines required for the Project are:

- Lot 1 – Main Contractor Services

2.5.2 The scope of services required for each lot will be fully defined within the Invitation to Tender ("ITT") documents and will be in accordance with industry standard roles, The scope of services required for each lot are defined in Section 3 and will be in accordance with industry standard roles, responsibilities and deliverables for a project of similar type and scale to the Project and procured via a traditional procurement route and utilising a JCT ICD 2016 form of contract. IMAC will also require that the selected Main Contractor will provide Collateral Warranty agreements.

**2.6 IMAC REPRESENTATIVE**

- 2.6.1 IMAC Representative is Mr David Haime, Modero Limited, 26 Hope Street, Liverpool, L1 9BX, email: david@modero.co.uk.
- 2.6.2 IMAC reserves the right to change the identity of the Representative at any time.

**2.7 IMPORTANT NOTICES****General**

- 2.7.1 Applicants are required to complete this PQQ in full. This will provide IMAC with information relating to the Applicant's general professional, economic and financial standing, experience and technical capacity. This information will be used for selection purposes only. Selection to be invited to tender does not imply any representation by The Royal Court Trust as to the Applicant's financial stability, technical competence or ability to carry out the Project.
- 2.7.2 It is each Applicant's responsibility to ensure IMAC is not misled. The information provided in an Applicant's PQQ submission will be relied upon by IMAC and taken to be complete, true and accurate. If it is subsequently determined that any information supplied was inaccurate, incomplete or untrue and was relied upon for selection purposes, IMAC reserves the right to exclude the relevant Applicant from the procurement process. In addition, IMAC reserves the right to pursue the excluded Applicant for all costs which may be incurred in re-commencing this procurement.
- 2.7.3 Each Applicant should ensure that it has read the guidance in this PQQ in full prior to responding, as the information it provides will be relied upon by IMAC as being complete, true and accurate.

**Confidentiality**

- 2.7.4 It is a condition of each Applicant's involvement in this procurement process that it undertakes to keep confidential all matters relating to this procurement process and all other information, whether written or oral, concerning the business and affairs of IMAC, which it has received or obtained as a result of the information supplied to it in connection to this procurement, or in any discussions relating to it. Each Applicant shall not disclose that it has been invited to take part in this procurement, nor discuss the submission that it intends to make, other than with professional advisors which need to be consulted.
- 2.7.5 The conditions referred to in Section 2.7.4 above shall apply equally to any sub-contractor or professional advisor consulted by the Applicant (or any Relevant Organisation) and it shall be its responsibility to ensure that any such subcontractor or professional advisor abides by the terms of this PQQ.

- 2.7.6 If an Applicant fails to observe its undertakings set out in the Sections 2.7.4 and 2.7.5 above, or in any other way does not treat this PQQ as confidential, IMAC may, without limitation to any other remedies it may have, reject the relevant Applicant's PQQ submission and prevent it from proceeding further in this procurement process.

**Accuracy of the Information and Liability of IMAC**

- 2.7.7 This PQQ and the information contained within it has been prepared by IMAC in good faith but IMAC does not purport it to be comprehensive or to have been independently verified. Applicants should not rely on the information contained therein and should carry out their own due diligence checks and verify the accuracy of the information. Nothing in this PQQ is or shall be a promise or representation as to the future conduct of IMAC.
- 2.7.8 Applicants considering entering into a contractual relationship with IMAC should make their own enquiries and investigations of IMAC's requirements beforehand.
- 2.7.9 The subject matter of this PQQ and the following procurement process shall only have contractual effect when it is contained in the express terms of an executed contract. No statement or thing contained in this PQQ or made or undertaken as part of this procurement process is intended to or shall be taken as constituting a contract, agreement, warranty or representation between IMAC and any other party.
- 2.7.10 IMAC has not made and is not making any contract, agreement, warranty or representation that a contract will be offered in accordance with this PQQ.
- 2.7.11 None of IMAC's officers, agents or advisors make any representation or warranty as to, or accept any liability or responsibility in relation to, the adequacy, accuracy, reasonableness or completeness of the information included in this PQQ.
- 2.7.12 IMAC does not accept any responsibility for any pre-contractual representations made by it or on its behalf.
- 2.7.13 Each Applicant remains responsible for all costs and expenses incurred by it (including any Relevant Organisation), or by any third party acting under instructions from such Applicant in connection with its submissions, and all other work, discussions and or communications in relation to this procurement whether incurred directly by them or their advisors or subcontractors.
- 2.7.14 The terms of any contractual documentation are subject to contract and entirely without prejudice to the legal position of IMAC.
- 2.7.15 IMAC is not committed to any course of action as a result of issuing this PQQ or discussions with any party in respect of it. IMAC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the procurement at all. Cancellation of the procurement process at any time and/or under any circumstances will not render IMAC liable for any costs or expenses incurred or purported to be incurred by Applicants during the procurement process.



**Canvassing**

- 2.7.16 Any Applicant which, in connection with this procurement process:
- 2.7.16.1 offers any inducement, fee or reward to any member or officer of IMAC or any person acting as an advisor for IMAC in connection with this procurement;
  - 2.7.16.2 does anything which would constitute an offence under the Bribery Act 2010;
  - 2.7.16.3 canvasses any of the persons referred to above in connection with this procurement; and/or
  - 2.7.16.4 contacts any officer of IMAC about any aspect of this procurement in a manner not permitted by this PQQ,
- will be disqualified (without prejudice to any other civil remedies available to IMAC and without prejudice to any criminal liability which such conduct by an Applicant may attract).

**Non-Collusion**

- 2.7.17 Any Participant which, in connection with this procurement:
- 2.7.17.1 fixes or adjusts the amount of any subsequent tender (or its pricing proposals submitted as any time during the ITT stage of the procurement process) by or in accordance with any agreement or arrangement with any other Applicant;
  - 2.7.17.2 enters into any agreement or arrangement with any other Applicant that it shall refrain from taking part in the procurement process or producing a tender or as to the amount of any tender to be submitted (or its pricing proposals submitted during the ITT stage of the procurement process);
  - 2.7.17.3 causes or induces any person to enter such agreement as is set out in Section 2.7.17.1 or 2.7.17.2 above or to inform the Applicant of the amount or approximate amount of any rival tender (or its pricing proposals submitted during the ITT stage of the procurement process);
  - 2.7.17.4 canvasses any of the persons referred to above or any other person associated with IMAC in connection with this procurement process;
  - 2.7.17.5 offers or agrees to pay or gives or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender any act or omission; and/or
  - 2.7.17.6 communicates to any person other than IMAC, the amount or approximate amount of its pricing proposals submitted at the ITT stage of the procurement process (except where such disclosure is made in confidence in order to obtain quotations necessary

for the preparation of any such pricing proposals or the tender, for example, for insurance, a contract, guarantee, bond or performance bond), will be disqualified (without prejudice to any other civil remedies available to IMAC and without prejudice to any criminal liability that such conduct by an Applicant may attract). Applicants are required to sign the Certificate of Non-Collusive Tendering and Canvassing provided at Section 7 of this PQQ.

**Publicity**

- 2.7.18 Applicants shall not undertake (or permit to be undertaken) at any time, whether at this stage, at any other stage of the procurement process or after any contract award, any publicity activity with any section of the media in relation to this procurement other than with the prior written agreement of IMAC. Such agreement of IMAC shall extend to the content of any publicity. In this section the word 'media' includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and e-mail accessible by the public at large and the representatives of such media.

**IMACs Right to Reject PQQ Submissions or Vary the Process**

- 2.7.19 The issue of this PQQ in no way commits IMAC to award any contract pursuant to this procurement process. IMAC is not bound to accept the lowest or any tender and reserves the right to accept any tender either in whole or in part or parts. Nothing in this shall oblige IMAC to award any contract and IMAC shall be able, in its sole discretion, in writing, to withdraw from this procurement process, cancel the process and/or consider alternative procurement options. IMAC reserves the right to vary or amend this PQQ and this procurement process in general, in writing. IMAC reserves the right, subject to relevant legislation, at any time to reject, in writing, any PQQ submission.

**Provision of Further Information by Participants**

- 2.7.20 Following the completion and submission of an Applicant's PQQ submission, IMAC reserves the right to require further information or clarification from such Applicant in the manner described in Section 4.3 of this PQQ.

**Conflicts of Interest**

- 2.7.21 Each Applicant should advise IMAC, as soon as practicable, in the event a conflict of interest arising in respect of its PQQ submission. In such circumstances, IMAC may require further information from the relevant Applicant but reserves the right to disqualify any such Applicant from further involvement in the procurement process in the event of a conflict of interest arising.

**Law**

- 2.7.22 The laws of England will apply to this PQQ and this procurement generally.

### 3 – INSTRUCTIONS FOR COMPLETION

#### 3.1 SUBMISSION INSTRUCTIONS

- 3.1.1 Applicants are required to complete and sign their PQQ submissions as instructed (including all supporting information) and return one printed hard copy of their completed PQQ submission (including all supporting information) and one identical copies of the completed PQQ submission (including all supporting information) on CD-Roms to IMAC Representative in accordance with the submission instructions in this section 3.1. Applicants must not send memory sticks or similar media devices. Applicants should note that E-mailed copies of their PQQ submissions will not be accepted.
- 3.1.2 Applicants should not submit, either in printed format or electronically, any promotional material not relevant to the PQQ as this will not be taken into account by IMAC.
- 3.1.3 The electronic PQQ submissions contained within the CD-Roms must be in printed document format (.pdf) for use with Adobe Acrobat. Drawings, charts and any other supporting documentation should be embedded or included as (.jpg) file or printed document format (.pdf) for use with Adobe Acrobat. Files must be in tamper proof format or protected to prevent unauthorised editing.
- 3.1.4 The printed hard copy of the completed PQQ submission and accompanying CD-Roms must be received by IMAC Representative **no later than 17:00 hours on 21st April 2017.**
- 3.1.5 Applicants are required to return their PQQ submission in an unmarked package to the following address:

**Joanne Byrne  
Islington Mill Office  
James Street  
Salford  
M3 2HW**

- 3.1.6 It is Applicants' responsibility to ensure that their PQQ submissions are received by IMAC Representative by the deadline. IMAC shall have no responsibility in relation to PQQ submissions which are not submitted on time or are non-compliant and reserves the right to reject any such PQQ submissions in their entirety and not consider the relevant Applicant further in the procurement process.

#### 3.2 COMPLETION INSTRUCTIONS

- 3.2.1 Applicants should register their intention to respond to this PQQ by sending an e-mail to IMAC Representative and therein provide a single point of contact with name, position, e-mail address, telephone number and address clearly stated. IMAC shall not be responsible for contacting Applicants through any route other than the nominated

- point of contact. Applicants must therefore undertake to notify IMAC Representative of any changes relating to the contact promptly.
- 3.2.2 Applicants should seek guidance/clarification as soon as practicable from IMAC Representative if they have any doubt with regard to the clarity of any part of this PQQ in accordance with Section 3.4.
- 3.2.3 All Applicants must complete Section 5 (Questionnaire), Section 6 (Declarations) and Section 7 (Certificate of Non-Collusive Tendering and Canvassing) of this PQQ, This PQQ includes one (1) version of Section 5.10, one for each lot and the relevant lot title is clearly stated at the top of each Section 5.10. When completing Section 5.10, Applicants are required to complete the version of Section 5.10 relevant to the lot(s) they are applying for.
- 3.2.4 Applicants must complete this PQQ in full and answer all questions as accurately and concisely as possible. If it is felt a question is not relevant or applicable to the Applicant it should enter "N/A", "NO", "NONE", or "NOT APPLICABLE" along with an explanation justifying this approach. Blank spaces are not acceptable. Failure to provide the required information or to make a satisfactory response to any question within this PQQ may mean that an Applicant is not invited to participate further in the procurement process.
- 3.2.5 The information supplied in Applicants PQQ submissions will be checked by IMAC for completeness and compliance before responses are evaluated. Information supplied throughout the procurement process will be checked for consistency.
- 3.2.6 Applicants should enter their answers to each question in Sections 5.1 to 5.9 of this PQQ in the spaces provided these spaces can be expanded to fit your answers to the questions. Applicants may use continuation sheets and supporting information if necessary. For Section 5.10, Applicants are required to use continuation sheets to submit their responses and select the boxes in the PQQ to confirm they have enclosed their responses. All continuation sheets and supporting information must be clearly numbered and cross referenced to the relevant question and the name of the organisation.
- 3.2.7 All questions and supporting information must be presented and answered in English. All PQQ submissions, including accounts and other information requested, which are not in the English language, must be accompanied by an English translation and a certificate by a bona fide independent translator attesting the authenticity of the translation.
- 3.2.8 The declaration at Section 6 shall be signed by a Director, Partner or authorised representative of your organisation.
- 3.2.9 Where any question refers to relevant UK legislation/codes of practice etc, Applicants not currently operating in the UK should answer on the basis of the applicable laws within their domestic jurisdiction. Any financial information not in GBP will be converted at the rate applying on the first day of the month that this PQQ submission is due to be returned.

- 3.2.10 Failure to provide any required information or provide a satisfactory response to any question in this PQQ, including failing to supply supporting documentation referred to, in accordance with the requirements of this PQQ may result in a PQQ submission being non-compliant and may result in the particular Applicant not be invited to participate further in this procurement process.

### **3.3 CONSORTIA, UNINCORPORATED JOINT VENTURES AND SUBCONTRACTING ARRANGEMENTS**

- 3.3.1 For the purposes of evaluation, IMAC needs information about each of the members of any proposed consortium and each proposed Significant Subcontractor to assess the overall service proposed by the Applicant.

- 3.3.2 The term "Relevant Organisation" in this PQQ refers to all consortium members and Significant Subcontractors. Where a consortium or sub-contracting approach is proposed, Section 5 (Questionnaire) of the PQQ must be completed separately for each of the Lead Organisation and each Relevant Organisation. For example, if the Applicant is made up of the Lead Organisation and four (4) Relevant Organisations, the Applicant will submit Section 5 (Questionnaire) five (5) times. Section 6 (Declaration) and Section 7 (Certificate of Non-Collusive Tendering and Canvassing) must be completed once, signed by the Lead Organisation and all Relevant Organisations. In some cases, a Relevant Organisation may not be able to give all of the information requested. In these circumstances, the Lead Organisation should identify clearly why a Relevant Organisation cannot provide that information.

- 3.3.3 Collectively, each entity which wishes to take part in this procurement process (whether it is a single organisation or a consortium) is referred to as an Applicant. If an Applicant is a single organisation it should complete its PQQ submission providing details for the Lead Organisation only.

**Please note that if an Applicant is selected to continue in the procurement further, the ITT documentation will be issued to the nominated Lead Organisation only.**

- 3.3.4 IMAC recognises that existing arrangements in relation to consortia and sub-contracting may be subject to future change. Applicants should therefore respond in the light of any such arrangements as are currently envisaged.

- 3.3.5 In the event that an Applicant proposes a change in the membership of its consortium/Significant Subcontractors following the submission of this PQQ, the Lead Organisation must immediately inform IMAC of such change (both additional members and departing members). Applicants must also notify IMAC immediately if any other information provided in their PQQ submission changes during this procurement process. This will allow IMAC to reassess the Applicant's changed response to the PQQ. IMAC reserves the right to refuse to consider or consent to changes in consortia or Significant Subcontractors and/or to deselect any Applicant whose proposed change means that the Applicant no longer meets IMAC's minimum standards as set out in this PQQ and/or if any proposed change would have an effect on the ranking of Applicants selected to be invited to tender.

- 3.3.6 Without prejudice to the matters set out in this Section 3.3, in the event that any Applicant fails the minimum standards for economic and financial standing at a later stage in the procurement process, IMAC reserves the right during the tender stage, in its absolute discretion, to require an Applicant's parent company (or other guarantor, if approved by IMAC) to provide additional security (in a form specified by IMAC) in the event a contract(s) is awarded to such Applicant. If such security is not forthcoming or is provided in a form other than the form specified by IMAC, IMAC reserves the right to reject the relevant Applicant.

#### **3.4 APPLICANT QUERIES ABOUT THE PROCUREMENT**

- 3.4.1 IMAC will not enter into detailed discussion on the specific requirements of the Project at this stage.
- 3.4.2 If an Applicant has any doubt with regard to the clarity of any question contained in this PQQ then it should raise a clarification question in writing by e-mail to IMAC Representative. All clarification questions must be received by IMAC Representative no later than **17:00 on 13<sup>th</sup> April 2017**.
- 3.4.3 IMAC will endeavour, so far as is practicable, to respond to all clarifications and questions received prior to the deadline set out in section 3.4.2 above and to provide Applicants with any additional information to which IMAC has access. However, IMAC shall not be obliged to comply with any such request and does not accept liability or responsibility for failure to provide any information requested.
- 3.4.4 All queries received, together with replies and clarifications on the points raised, may be circulated to all Applicants. If an Applicant believes a query and/or its response relates to a confidential aspect of its PQQ submission, it must mark the query as 'confidential'. If IMAC agrees that the query and/or its response should be answered confidentially, IMAC will send a response only to the Applicant that submitted the query. If IMAC is of the opinion that in the interests of open and fair competition it would be inappropriate to answer the query/request on a confidential basis it will notify the Applicant and require the Applicant to either withdraw the query or to raise any objection within two (2) working days of such notification and state the grounds for its objection. If the Applicant does not withdraw the query/request or raise any objection within the specified period, or if IMAC is of the opinion that, notwithstanding the objection of the Applicant, the query/request is not confidential, IMAC may issue the query and its response to all of the Applicants. Where responses are made to all Applicants these will be provided on an anonymous basis so as not to identify either the Applicant who raised the query or the recipients of the responses.

## **4 - EVALUATION AND CLARIFICATION BY IMAC**

### **4.1 EVALUATION PROCESS**

#### **PQQ Stage**

- 4.1.1 The PQQ evaluation process evaluates Applicants responses to the questions within the PQQ to assess if they meet The Royal Court Trust's minimum standards in respect of economic, financial, technical and professional standing. The evaluation model which IMAC uses is a combination of "Pass or Fail" and "Scored and Weighted" criteria and this is explained further below at Section 4.2.
- 4.1.2 Before evaluating a PQQ submission, IMAC will check the submission for compliance. In the event an Applicant has not completed all sections of this PQQ or not provided all the Required Information (explained further below) IMAC reserves the right to exclude that Applicant from the procurement process as a whole.
- 4.1.3 All PQQ submissions will then be evaluated consistently and objectively according to the principles set out in the PQQ. To ensure consistency in evaluation and scoring, the project team in charge of the procurement exercise will review all PQQ submissions as a team.
- 4.1.4 Where a PQQ submission is being completed by an Applicant which is a consortium and/or is relying on Significant Subcontractors the following will apply:
- 4.1.4.1 for "Pass or Fail" questions all Relevant Organisations will be required to achieve a "pass" in relation to all questions; and
- 4.1.4.2 for "Scored and Weighted" questions, IMAC will provide the Applicant with a global score for each question taking into account the responses received from each Relevant Organisation and looking at the Applicant's submission as a whole.
- 4.1.5 If an Applicant is awarded a pass or qualified pass for all of the "Pass or Fail" questions then its total score for the "Scored and Weighted" questions will be compared against the other Applicants. IMAC will then interview the Applicants of interest before selecting Applicants for the ITT stage.

#### **ITT Stage**

- 4.1.6 The award criteria that will apply at the ITT stage will be based on a combination of quality and price criteria.
- The quality/methodology criteria will be assessed against the submitted responses. Overall quality will represent 20% of the available score.
- The price criteria will be assessed against the Applicant's tender value and will represent 80% of the available score.
- The award criteria will be detailed in full within the ITT document issued to those Applicants subsequently invited to tender. Questions asked at PQQ stage will not be repeated at ITT stage.

**4.2 METHODOLOGY FOR PQQ EVALUATION**

4.2.1 The PQQ submissions to be returned by the Applicant will be in the following Sections:

Section 5 – Questionnaire

Section 6 – Declaration

Section 7 – Certificate of Non-Collusive Tendering and Canvassing

4.2.2 The PQQ evaluation methodology for the selection of Applicants is given below:

SECTION	MODULE	EVALUATION METHODOLOGY	WEIGHTING
5.1	Applicant Details	Required Information	N/A
5.2	Grounds for Exclusion	Pass/Fail	N/A
5.3	Financial Matters	Pass/Fail	N/A
5.4	Health and Safety	Pass/Fail	N/A
5.5	Environmental Management and Sustainability	Pass/Fail	N/A
5.6	Equality and Diversity	Pass/Fail	N/A
5.7	Mandatory Insurances	Pass/Fail	N/A
5.8	Legal Matters and Disputes	Pass/Fail	N/A
5.9	Quality Management	Pass/Fail	N/A
5.10.1	Ability, Experience and Technical Capacity	Scored and Weighted	0.25
5.10.2	Ability, Experience and Technical Capacity	Scored and Weighted	0.15
5.10.3	Ability, Experience and Technical Capacity	Scored and Weighted	0.30
5.10.4	Ability, Experience and Technical Capacity	Scored and Weighted	0.25
5.10.5	Ability, Experience and Technical Capacity	Scored and Weighted	0.05
6	Declaration	Required Information	N/A
7	Certificate of Non-Collusive Tendering and Canvassing	Required Information	N/A

4.2.3 **‘Required Information’** - Some questions in this PQQ are for information purposes only and will not be subject to a pass or fail evaluation or scored. However, these questions ask the Applicant for information required by IMAC and failure to provide the information may lead to disqualification for non-compliance. These questions are clearly marked as Required Information.



4.2.4 **‘Pass or Fail’** - Some of the questions in this PQQ relate to minimum requirements of IMAC in relation to the response received from an Applicant. These questions are clearly marked as Pass or Fail. Applicants responses to these questions will be classed as follows:

**Pass**, meaning that the response has fully satisfied IMAC's requirements; or

**Fail**, meaning that the response has not satisfied IMAC's requirements and the relevant Applicant will be excluded from further participation in the procurement process.

4.2.5 If an Applicant fails any of the Pass or Fail questions IMAC will not evaluate that PQQ submission further.

4.2.6 **‘Scored and Weighted’** - The questions in Section 5.10 of this PQQ will be scored and weighted by IMAC. These questions are clearly marked as Scored and Weighted. The basis on which each question will be scored is set out in Section 4.2.7 below. Once each question has been scored, the score will be weighted according to its importance to the Project. For example, if an Applicant scores 80 on a question with a weighting of 0.15 it will receive a total weighted score of 12 for that question.

4.2.7 Scores will be awarded from 0 – 100 with graduations between the scores defined below:

	SCORE	DEFINITION	INTERPRETATION
	100	Excellent	Complete demonstration of the capacity and/or capability to deliver the Project in relation to the criteria being assessed within the relevant section/question and excellent evidence to support the response
	80	Good	Almost complete demonstration of the capacity and/or capability to deliver the Project in relation to the criteria being assessed within the relevant section/question and good evidence to support the response
	60	Acceptable	Acceptable, although incomplete, demonstration of the capacity and/or capability to deliver the Project in relation to the criteria being assessed within the relevant section/question with some evidence to support the response
	40	Reservations	Minor reservations over the adequacy of demonstration of the capacity and/or capability to deliver the Project in relation to the criteria being assessed within the relevant section/question with a lack of convincing evidence to support the response
	20	Major reservations	Serious reservations over the adequacy of demonstration of the capacity and/or capability to deliver the Project in relation to the relevant criteria being assessed within the relevant section/question with little or poor evidence to support the response
	0	Unacceptable	Failed to address the question/issue and/or provided insufficient information to consider demonstration of the capacity and/or capability to deliver the Project in relation to the relevant criteria being assessed within the relevant section/question with little or no evidence to support the response

4.2.8 The weighting that applies to each question is set out in each Scored and Weighted question together with the maximum weighted score available.

### **4.3 CLARIFICATIONS**

4.3.1 During the course of the evaluation process, clarifications may be sought by IMAC as follows:

4.3.1.1 Clarifications may be requested by IMAC in writing (via email) for the purposes of confirming aspects of an Applicant's PQQ submission which are unclear, inconsistent or ambiguous. It is not an opportunity for Applicants to supplement or enhance their PQQ submission.

4.3.1.2 IMAC's questions may be standard questions asked of all Applicants and/or specific questions relating to an individual Applicant's submission. Information and clarification received by IMAC may be used to inform its evaluation of PQQ submissions.

4.3.2 Clarifications may be sought in the following circumstances:

4.3.2.1 Where the Applicant has made an "obvious mistake", in the sense that it is plainly apparent what the Applicant's intentions were, but this intention was not correctly communicated in the PQQ submission. Some examples are:

- (i) administrative mistakes - such as, referring to a document "attached" to the PQQ submission, which has been omitted;
- (ii) "typos" such as, where percentages in a column add up to 10%, but 100% has been written (the extra "0" added by mistake);
- (iii) glaring omissions, such as, the working of a calculation has been shown, but the answer left blank;
- (iv) inconsistencies and confused document structure, such as, when there is conflicting information in the document. For example, inclusion of a statement that there will not be any sub-contracting by the Applicant, and additionally a list of sub-contractors the Applicant is proposing to use (but see comment on general quality of PQQ submission below); and/or
- (v) a whole section being omitted.

4.3.3 Applicants should be aware that IMAC is under no obligation to seek clarification and it is the responsibility of the Applicant to ensure that its responses are unambiguous and complete and to seek clarification if necessary of IMAC's requirements.

## 5 – QUESTIONNAIRE

# PRE-QUALIFICATION QUESTIONNAIRE

for

## MAIN CONTRACTOR SERVICES

for

## THE REFURBISHMENT OF ISLINGTON MILL

for

## ISLINGTON MILL ARTS CLUB CIC

Contract reference No.

The Refurbishment of Islington Mill

Name of Organisation

Name of the Applicant in whose name the tender will be submitted

Contact e-mail address

Identify below the lot(s) this PQQ is applicable to:

LOT 1      MAIN CONTRACTOR SERVICES

This PQQ must be completed in accordance with the instructions set out at Section 3.

<b>5.1 APPLICANT DETAILS</b>			
<b>NOTE TO APPLICANT:</b> Each question in this Section 5.1 is <b>Required Information</b> only and will not be subject to a pass/fail or scored evaluation. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).			
5.1.1	Are you the Lead Organisation or a Relevant Organisation?		
5.1.2	Name and address of organisation		
5.1.3	Registered Office of organisation if different from the above		
5.1.4	Company or Charity Registration Number		
5.1.5	If a Registered Company, please state if you are Limited by Shares, Limited by Guarantee or an Unlimited Company		
5.1.6	Date of Formation or Registration		
5.1.7	VAT Registration Number		
5.1.8	Telephone number		
5.1.9	Facsimile number		
5.1.10	Website address		
5.1.11	Is your organisation registered under the Data Protection Act 1998	Yes *	No *
5.1.12	If yes, please provide Registration number		
5.1.13	Is your organisation		
A	A sole trader?	Yes *	No *
B	A partnership?	Yes *	No *
C	A private limited company?	Yes *	No *
D	A public company?	Yes *	No *
E	A limited liability partnership?	Yes *	No *
F	Other – please specify below	Yes *	No *
5.1.14	If your organisation is a subsidiary of another company or a member of a		

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Pre-Qualification Questionnaire for Islington Mill – Main Contractor Services

	group of companies, please give the name, registered office address and registration number of the ultimate holding/parent company and all subsidiaries, and provide details of the group structure and relationships	
5.1.15	Provide a simple chart outlining your organisation’s overall structure and the group structure (if applicable)	
5.1.16	Please provide details of your organisation's Executive Directors/Partners	
	Name	Responsibility
5.1.17	If the Applicant consists of a Lead Organisation and Relevant Organisation(s) please detail the proposed structure of the intended consortium or Significant Subcontractor relationship	

**5.2 GROUNDS FOR EXCLUSION**

**NOTE TO APPLICANT:**

Each question in this Section 5.2 is a **Pass or Fail** question and will be evaluated as set out below. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.2.1 If an Applicant answers no to all of the questions it will pass. If an Applicant answers yes to any question it will fail and will not be invited to further participate in this procurement process.

5.2.2 If an Applicant answers no to all of the questions it will pass. If an Applicant answers yes to any question it will fail and will not be invited to further participate in this procurement process unless the details provided by the organisation provide comfort to IMAC (at its absolute discretion).

5.2.1	Please answer the questions below, confirming that your organisation and its directors or any other person who has powers of representation, decision or control of the organisation is not in breach of the provisions of Regulation 23(1) of the Public Contracts Regulations 2006 (as amended):		
A	Has there been a conviction of conspiracy - within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA?	Yes *	No *
B	Has there been a conviction of corruption within the meaning of section 1 (2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption?	Yes *	No *
C	Has there been a conviction of the offence of bribery where the offence relates to active corruption or bribery within the meaning of section 1 or 6 of the Bribery Act 2010?	Yes *	No *
D	Has there been a conviction of 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	Yes *	No *

	<p>the protection of the financial interests of the European Communities, within the meaning of:</p> <ul style="list-style-type: none"> <li>• the offence of cheating the Revenue; or</li> <li>• the offence of conspiracy to defraud; or</li> <li>• fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; or</li> <li>• fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; or</li> <li>• fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; or</li> <li>• an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; or</li> <li>• destroying defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; or</li> <li>• fraud within the meaning of section 2.3 or 4 of the Fraud Act 2006; or</li> </ul> <p>making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006.</p>		
E	Has there been a conviction of money laundering within the meaning of	Yes *	No *



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## Pre-Qualification Questionnaire for Islington Mill – Main Contractor Services

	section 340 (11) of the Proceeds of Crime Act 2002?		
F	Has there been a conviction of an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 2006?	Yes *	No *
G	Has there been a conviction of an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1944?	Yes *	No *
H	Has there been a conviction of any other offence within the meaning of Article 45(1) of the Public Sector Directive?	Yes *	No *
5.2.2	Please answer the questions below in relation to your organisation:		
A	Is the organisation an individual which is a person in respect of whom a debt relief order has been made or is bankrupt, has a receiving order or administration order or bankruptcy restrictions order or a debt relief restriction order made against them, has made any composition or arrangement with or for the benefit of their creditors, has made any conveyance or assignment for the benefit of their creditors, is unable to pay a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state?	Yes *	No *
B	Is the organisation a partnership constituted under Scots law? If yes, has the relevant entity been granted a trust deed or become otherwise apparently insolvent, or is it the subject of a	Yes *	No *

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## Pre-Qualification Questionnaire for Islington Mill – Main Contractor Services

	petition presented for sequestration of its estate?		
C	Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002, is the organisation the subject of an order by the court for the company's winding up - otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of the above procedures or is the subject of similar procedures under the law of any other state?	Yes *	No *
D	Has the organisation or any of its directors been convicted of a criminal offence relating to the conduct of its business or profession?	Yes *	No *
E	Has the organisation or any of its directors been convicted of an act of grave misconduct in the course of its business or profession?	Yes *	No *
F	Has the organisation been found to have failed to fulfil its 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 that organisation is established.	Yes *	No *
G	Has the organisation or any of its directors been convicted of serious misrepresentation in providing any information required of them under the regimes set out in Section 5.2.1 or Section 5.2.2?	Yes *	No *
	If you have answered yes to any question in Section 5.2.2, please provide full details		

**5.3 FINANCIAL MATTERS**

**NOTE TO APPLICANT:**

Each question in this Section 5.3 is a **Pass or Fail** question and will be evaluated as set out below. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

- 5.3.1 The organisation will pass this question unless (i) the organisation fails to provide the relevant information or (ii) IMAC considers (having taken advice from its professional advisers) that the information submitted by the organisation indicates that the organisation does not have sufficient financial strength to successfully deliver the Project.
- 5.3.2 If this question applies, the organisation will pass this question unless (i) the question is applicable to the organisation and the organisation fails to provide the relevant information or (ii) IMAC considers (having taken advice from its professional advisers) that the information submitted by the organisation indicates that neither the organisation or the parent organisation have sufficient financial strength for the organisation to successfully deliver the Project.
- 5.3.3 The organisation will pass this question unless (i) the question is applicable to the organisation and the organisation fails to provide the relevant information, (ii) IMAC considers (having taken advice from its professional advisers) that the information submitted by the organisation indicates that the organisation does not have sufficient financial strength to successfully deliver the Project or (iii) the organisation confirms that the organisation or parent organisation has ceased trading.
- 5.3.4 If the organisation answers no it will pass this question. If the organisation answers yes but the details provided by the organisation satisfy IMAC (having taken advice from its professional advisers) that this does not bring the organisation's financial standing into question, the organisation will be awarded a pass.
- 5.3.5 If the organisation answers no it will pass this question. If the organisation answers yes but the details provided by the organisation satisfy IMAC (having taken advice from its professional advisers) that this does not bring the organisation's financial standing into question, the organisation will be awarded a pass.
- 5.3.6 The organisation will pass this question unless (i) it fails to provide the information required and the signed and completed Bank Authorisation Form; or (ii) if the organisation's banker does not provide a reference or provides a reference which is considered by IMAC (at its absolute discretion) to be a negative reference the organisation will fail.

5.3.1	Provide audited accounts for the organisation for the last three years of trading (or if you have not been trading for three years then the longest period available), including as a minimum:		
		<b>ATTACHED</b>	
A	Balance Sheet	Yes *	No *
B	Profit and Loss Account	Yes *	No *
C	Full notes to the Accounts	Yes *	No *
D	Director's Report	Yes *	No *
E	Auditor's Report	Yes *	No *

5.3.2	If the organisation is a subsidiary of a group provide audited accounts for the last three years of trading (or if you have not been trading for three years then the longest period available), for the parent organisation, including as a minimum:		
		<b>ATTACHED</b>	
A	Balance Sheet	Yes *	No *
B	Profit and Loss Account	Yes *	No *
C	Full notes to the Accounts	Yes *	No *
D	Director's Report	Yes *	No *
E	Auditor's Report	Yes *	No *
5.3.3	If the accounts submitted (required for 5.3.1 and 5.3.2 as applicable) are for a year ended more than 10 months ago, confirm that the organisation, and the parent organisation, where applicable, is still trading and provide a statement of turnover since the last set of published accounts.	Yes *	No *
5.3.4	Does the organisation have any material pending or threatened litigation or claims outstanding against it or contingent liabilities that are not referred to in the accounts submitted which may have a material impact on the organisation's accounts?	Yes *	No *
	If yes, please provide details		
5.3.5	Are there any other significant financial matters not referred to in your accounts that may impact on your organisation in the near future, i.e. mergers, take-overs, rationalisation or contingent liability?	Yes *	No *
	(If yes, please give details)		
5.3.6	In order to assess the organisation's suitability to undertake a Project of this size and nature references will be required from the organisation's bankers. Please complete the Bank Authorisation Form below, completing all the required information. The Bank Authority Form must be signed by a Director/Partner who has the authority		

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Pre-Qualification Questionnaire for Islington Mill – Main Contractor Services

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	to do so within your organisation, and whose signature will be taken as the requisite authority by your bank.	
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<b>BANK AUTHORISATION FORM</b>		
1	Name of your bank	
2	Name of your branch	
3	Address of your branch	
4	Bank Sort Code	
5	Account number	
6	Name of your organisation (the "Organisation")	

I hereby authorise you to supply IMAC information on the financial status of the Organisation, banker's reference and legal charges against the Organisation, together with details of any mortgages.

I consent to ..... bank debiting my/our account with their standard administration fee.

7	Signature	
8	Name	
9	Position in Organisation	
10	Date	
11	Telephone number	
12	E-mail address	

**5.4 HEALTH AND SAFETY****NOTE TO APPLICANT:**

Except questions 5.4.6 and 5.4.9, all questions in this Section 5.4 are **Pass or Fail** questions and will be evaluated as set out below. Questions 5.4.6 and 5.4.9 are **Required Information** only and will not be subject to a pass/fail or scored evaluation.

This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

- 5.4.1 If the organisation answers yes to this question and provides the relevant information it will pass. If the organisation answers no to this question but provides the relevant information and IMAC is satisfied (in its absolute discretion) that the relevant information provided demonstrates an equivalent accreditation the organisation will also pass.
- 5.4.2 If the organisation answers yes to this question it will pass. If it answers no it will fail.
- 5.4.3 If the organisation encloses a copy of its Health and Safety Policy and the policy provides IMAC with suitable comfort (at its absolute discretion) that the policy is adequate for the organisation concerned and the Project the organisation will pass. If the organisation either (i) fails to enclose a copy of its Health and Safety Policy; or (ii) the policy enclosed does not provide IMAC with suitable comfort (at its absolute discretion), the organisation will fail.
- 5.4.4 If the organisation confirms that its Health and Safety Policy is communicated to its employees and the method of communication provides IMAC with suitable comfort (at its absolute discretion) that the method of communication allows adequate dissemination of the policy the organisation will pass. If the organisation does not provide the required information or the information provided does not provide IMAC with suitable comfort that the method of communication allows adequate dissemination of the policy the organisation will fail.
- 5.4.5 If the organisation confirms that its Health and Safety Policy is monitored, updated and reviewed and the method detailed by the organisation for doing so provides IMAC with suitable comfort (at its absolute discretion) that the policy is adequately maintained the organisation will pass. If the organisation does not provide the required information or the information provided does not provide IMAC with suitable comfort that the policy is adequately maintained the organisation will fail.
- 5.4.6 This question is **Required Information** only and will not be subject to a pass/fail or scored evaluation.
- 5.4.7 If the organisation provides the relevant information and the details provided at 5.4.7(F) provide IMAC with suitable comfort (at its absolute discretion) that the Competent Person is suitably qualified the organisation will pass. If the organisation does not provide the required information or the information provided does not provide IMAC with suitable comfort that the Competent Person is suitably qualified the organisation will fail.
- 5.4.8 If the organisation confirms that it provides training and instruction to employees visiting construction sites and the details provided by the organisation in its answer to this question provides IMAC with suitable comfort (at its absolute discretion) that employees visiting construction sites will be suitably trained and instructed in Health and Safety the organisation will pass. If the organisation does not provide the required information or the information provided does not provide IMAC with suitable comfort that employees visiting construction sites will be suitably trained and instructed in Health and Safety the organisation will fail.
- 5.4.9 This question is **Required Information** only and will not be subject to a pass/fail or scored evaluation.

<p>5.4.10 If the organisation answers no to this question it will fail. If the organisation answers yes or no, we do not use sub-contractors and the information provided by the organisation provides suitable comfort to IMAC (at its absolute discretion) that the sub-contractors are suitably assessed and monitored for Health and Safety competence then it will pass.</p> <p>5.4.11 If the organisation answers no to each part of this question it will pass. If the organisation answers yes to any part(s) of this question but the measures it has taken to resolve the issue provide IMAC with suitable comfort (at its absolute discretion) that the situation will not occur again the organisation will pass.</p>			
5.4.1	Has your organisation registered as a member of any Health and Safety assessment scheme currently part of the Safety Schemes in Procurement Forum, e.g. CHAS, within the last 2 years?	Yes *	No *
	If yes please:		
A	State which scheme you are a member of		
B	Confirm the date you became a member		
C	Confirm the date your membership expires		
D	Enclose a copy of your membership certificate		
	If no but you hold an equivalent health and safety accreditation please provide evidence of the following:		
A	Name of the accrediting body		
B	Date you became accredited		
C	Date the accreditation expires		
D	Copy of current accreditation certificate		
5.4.2	Applicant's staff that will be utilised on this Project are required to obtain CSCS registration. Please confirm you will obtain CSCS accreditation for relevant staff	Yes *	No *

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5.4.3	Please enclose a copy of your Health and Safety Policy indicating when it was last reviewed and under whose authority it was published	
5.4.4	How is your Health and Safety policy communicated to your employees	
5.4.5	How is your Health and Safety policy monitored, updated and reviewed	
5.4.6	Provide details of the person with overall responsibility for Health and Safety within your organisation:	
A	Name	
B	Position	
C	Address	
D	Telephone number	
E	E-mail address	
F	Details of Health and Safety qualifications and/or relevant training undertaken	
5.4.7	Provide details of your 'Competent Person' for the provision of health and safety advice, as required by Regulation 7 of the Management of Health and Safety Regulations 1999:	
A	Name	
B	Position	
C	Address	
D	Telephone number	
E	E-mail address	
F	Summarise the CV of the 'Competent Person' named above with details of their professional and health and safety	



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	qualifications and associated training/CPD			
5.4.8	Provide details of training and instruction given to those employees visiting construction sites			
5.4.9	Is your organisation considered a duty holder under the Construction (Design and Management) Regulations 2007?	Yes *	No *	
	If the answer is yes please provide full details			
5.4.10	If the organisation uses sub-contractors other than the Relevant Organisations, does it have a system in place for assessing their competence and the ongoing monitoring and review of their Health and Safety performance.	Yes *	No *	No, we do not use sub-contractors
	If yes, please provide details.			
5.4.11	Has your organisation in the last three years:			
A	Been prosecuted, or have any pending litigation against it, for contravention of the Health and Safety at Work Act 1974, or equivalent legislation?	Yes *	No *	
B	Been the subject of an enforcement action, or have any pending enforcement action, by the Health and Safety Executive or similar body?	Yes *	No *	
C	Been issued with any formal notices, or have any pending formal notices, by the Health and Safety Executive or similar body?	Yes *	No *	
D	Had a fatality or dangerous occurrence	Yes *	No *	
E	Reported any injury, accidents or dangerous occurrences to the health and safety executive or similar body?	Yes *	No *	
	If the answer to any of the above questions is 'yes' please provide full			

	details including, what the outcome of the incident/investigation was and/or full details and current status of any pending incident/investigation and what measures the organisation has taken in relation to the incident.	
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**5.5 ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY**

**NOTE TO APPLICANT:**

Each question in this Section 5.5 is a **Pass or Fail** question and will be evaluated as set out below. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.5.1 If the organisation answers yes to this question and provides its ISO 140001 certificate it will pass. If the organisation answers no to this question but provides the relevant information for its Environmental Management System and this information provides IMAC with suitable comfort (at its absolute discretion) that the organisation has an adequate Environmental Management System in place the organisation will also pass.

5.5.1	Does your organisation have ISO 14001 Environmental Management System (EMS) certification?	Yes *	No *
	If the answer is 'yes' please provide a copy of your ISO 14001 certificate.		
	If 'no' but you have an equivalent Environmental Management System, please explain in what respect your Environmental Management System meets the broad requirements of ISO 14001 and detail what alternative measures you have in place and how these compare or differ to the requirements of ISO 14001.		

<b>5.6 EQUALITY AND DIVERSITY</b>			
<b>NOTE TO APPLICANT:</b>			
Each question in this Section 5.6 is a <b>Pass or Fail</b> question and will be evaluated as set out below. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).			
5.6.1 If the organisation answers no to this question it will fail. If the organisation answers yes it will pass.			
5.6.2 If the organisation answers yes it will pass. If the organisation answers no but confirmed and answers yes that it has an Equality and Diversity Policy that complies with equivalent domestic legislation it will also pass.			
5.6.3 If the organisation confirms that it's Equality and Diversity Policy is communicated to its employees and the method of communication provides IMAC with suitable comfort (at its absolute discretion) that the method of communication is adequate the organisation will pass.			
5.6.4 If the organisation answers no it will pass. If the organisation answers yes but the measures it has taken to resolve the issue provide IMAC with suitable comfort (at its absolute discretion) that the situation will not occur again the organisation will pass.			
5.6.1	Does your organisation comply with its legal obligations in relation to the Equality Act 2010?	Yes *	No *
5.6.2	Please confirm your organisation has an Equality and Diversity Policy that complies with UK statutory requirements	Yes *	No *
	If you have answered 'no' confirm that your organisation has an Equality and Diversity Policy that complies with equivalent domestic legislation designed to eliminate discrimination and to promote equal opportunity	Yes *	No *
5.6.3	How is your Equality and Diversity Policy communicated to your employees?		
5.6.4	In the last three years has your organisation been the subject of a formal investigation and/or any pending investigation on grounds of alleged unlawful discrimination, for example, by the Equal and Human Rights Commission or an equivalent body ?	Yes *	No *
	If yes, please provide full details including, the outcome of that		

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Pre-Qualification Questionnaire for Islington Mill – Main Contractor Services

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	investigation and/or full details and current status of any pending investigation and what measures the organisation has taken in relation to that investigation.	
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**5.7 MANDATORY INSURANCES**

**NOTE TO APPLICANT:**

Each question in this Section 5.7 is a **Pass or Fail** question and will be evaluated as set out below. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).

5.7.1, 5.7.2 and 5.7.3 - For each of these questions, if the organisation provides the relevant information, encloses a copy of the relevant policy certificates and the organisation's current level of cover meets or exceeds the required level, the organisation will pass. If the relevant information is provided and copies of the relevant policy certificates are enclosed but the organisation's current level of cover is below the required level but a quotation from the organisation's insurers is enclosed and shows the required level of cover will be available should the Applicant be successful in this procurement process, the organisation will also pass. If neither are provided the organisation will fail.

5.7.4 If the organisation answers yes to this question it will pass. If the organisation answers no to this question it will fail.

5.7.1	Employers Liability (minimum £10 million Pounds Sterling cover required):		
A	Insurer		
B	Policy number		
C	Amount of cover (£)		
D	If the amount of cover stated at C above is below £10 million (Pounds Sterling) is a quotation enclosed from the organisation's insurers confirming that the required cover will be available should the Applicant be successful in this procurement process?	Yes *	No *
E	Deductibles (£)		
F	Renewal Date		
G	Copy of policy certificate enclosed?	Yes *	No *
5.7.2	Public Liability (minimum £ 10 million Pounds Sterling cover required):		
A	Insurer		
B	Policy number		

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C	Amount of cover (£)		
D	If the amount of cover stated at C above is below £10 million (Pounds Sterling) is a quotation enclosed from the organisation's insurers confirming that the required cover will be available should the Applicant be successful in this procurement process?	Yes *	No *
E	Deductibles (£)		
F	Renewal Date		
G	Copy of policy certificate enclosed?	Yes *	No *
5.7.3	Professional Indemnity (minimum £5 million Pounds Sterling cover required):		
A	Insurer		
B	Policy number		
C	Amount of cover (£)		
D	If the amount of cover stated at C above is below £5 million (Pounds Sterling) is a quotation enclosed from the organisation's insurers confirming that the required cover will be available should the Applicant be successful in this procurement process?	Yes *	No *
E	Deductibles (£)		
F	Renewal Date		
G	Copy of policy certificate enclosed?	Yes *	No *
5.7.4	Please confirm that the organisation will maintain the insurances required at questions 5.7.1, 5.7.2 and 5.7.3 for a minimum period of 12 years following Completion of the whole of the services or earlier termination should the Applicant be successful in this procurement process.	Yes *	No *

<b>5.8 LEGAL MATTERS AND DISPUTES</b>			
<b>NOTE TO APPLICANT:</b>			
Each question in this Section 5.8 is a <b>Pass or Fail</b> question and will be evaluated as set out below. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).			
5.8.1 If the organisation answers no to each part of this question it will pass. If the organisation answers yes but the measures it has taken to resolve the issue provides IMAC (at its absolute discretion) that the situation will not occur again the organisation will pass.			
5.8.1	In respect of similar services as that anticipated under this Project has the organisation in the last three years:		
A	Been prosecuted, had any Court judgements awarded against it or have any pending litigation against it?	Yes *	No *
B	Had, or have pending, penalties, default notices or liquidated damages awarded against it?	Yes *	No *
C	Had, or have pending, a contract terminated or not had a contract renewed due to a failure to perform?	Yes *	No *
D	Been prosecuted, or have any pending litigation against it, for breach of any UK, EU or equivalent national legislation relating to the environment?	Yes *	No *
E	Had, or have pending, any notice served upon it by an environmental regulator or authority?	Yes *	No *
F	Had any finding of unlawful discrimination made against it by any Court of law or industrial or employment tribunal or have any pending litigation against it relating to unlawful discrimination?	Yes *	No *
G	Been convicted, or have pending litigation against it, for failure to prevent corruption or bribery under section 7 of the Bribery Act 2010?	Yes *	No *
	If the answer to any of the above is 'yes' please provide full details and the		

	measures taken as a consequence of that investigation/finding/incident	
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<b>5.9 QUALITY MANAGEMENT</b>			
<b>NOTE TO APPLICANT:</b>			
Each question in this Section 5.9 is a <b>Pass or Fail</b> question and will be evaluated as set out below. This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).			
5.9.1 If the organisation answers yes to this question and provides its ISO 9001 certificate it will pass. If the organisation answers no to this question but provides the relevant information for its Quality Management System and this information provides IMAC with suitable comfort (at its absolute discretion) that an adequate Quality Management System is in place then organisation will also pass.			
5.9.2 If the organisation answers yes to this question and provides a copy of its Complaints Handling Procedure the organisation will pass. If the organisation answers no but provides details of its processes for complaints handling the organisation will also pass. If the organisation answers yes but does not provide a copy of its Complaints Handling Procedure it will fail. If the organisation answers no and does not provide details of its processes for complaints handling the organisation will also fail.			
5.9.1	Does your organisation have ISO 9001 Quality Management System (QMS) certification?	Yes *	No *
	If the answer is 'yes' please provide a copy of your ISO 9001 certificate.		
	If the answer is 'no' but you have an equivalent Quality Management System, please explain in what respect your Quality Management System meets the broad requirements of ISO 9001 and detail what alternative measures you have in place and how these compare or differ to the requirements of ISO 9001.		
5.9.2	Does your organisation have a Complaints Handling Procedure (CHP)?	Yes *	No *
	If the answer to the above is 'yes' please provide a copy.		
	If the answer to the above is 'no' please detail the processes your organisation has in place for complaints handling.		



<b>LOT 1 – MAIN CONTRACTOR SERVICES</b>				
<b>5.10 ABILITY, EXPERIENCE AND TECHNICAL CAPACITY</b>				
<p><b>NOTE TO APPLICANT:</b>                  This Section must be completed separately by the Lead Organisation and each Relevant Organisation (if any).</p> <p>Each question in this Section 5.10 is a <b>Scored and Weighted</b> question. The information provided by the organisation in response to the questions in Section 5.10 will be evaluated and scored in accordance with the table set out at Section 4.2.7 and then weighted in accordance with the weightings stated in each question. For information purposes, the maximum available weighted score is also stated in each question.</p> <p>Where the Applicant is a consortium and/or is relying on Significant Subcontractors (Relevant Organisation) IMAC will provide the Applicant with a global score for each question in this Section 5.10 taking into account the responses received from the Lead Organisation and each Relevant Organisation and looking at the submission as a whole.</p>				
5.10.1	Please provide summary CV details and a structure chart of the proposed team the organisation would allocate and dedicate to the Project should the Applicant be successful in this procurement process. Your proposed team should consist of up to six personnel and cover a range of roles within your organisation, for example: <ul style="list-style-type: none"> <li>• Project Director</li> <li>• Contracts Manager</li> <li>• Site Manager</li> <li>• Services Co-ordinator</li> <li>• Quantity Surveyor</li> <li>• Health and Safety Manager</li> </ul> <p><i>Each CV (maximum of six) should be no more than two sides of A4. Each CV should provide details of the job title, business background and expertise of the named individual.</i></p>	<table border="1"> <tr> <th style="background-color: #cccccc;">Weighted Score</th> </tr> <tr> <td style="text-align: center;">0.25</td> </tr> </table>	Weighted Score	0.25
Weighted Score				
0.25				
	CVs and Structure Chart ENCLOSED <input type="checkbox"/>			
5.10.2	Please provide details of up to three projects undertaken by your organisation in the last five years that you consider demonstrate a track record of services similar to the Project <p><i>Please note that all identified projects should indicate scope of work, client, approximate cost and date of execution and link to the business background and expertise of the staff identified in your response to question 5.10.1 above. Each project should be no more than two sides of A4.</i></p>	<table border="1"> <tr> <th style="background-color: #cccccc;">Weighted Score</th> </tr> <tr> <td style="text-align: center;">0.15</td> </tr> </table>	Weighted Score	0.15
Weighted Score				
0.15				

	Project experience and client contact details ENCLOSED <input type="checkbox"/>	
5.10.3	<p>Please provide details of your track record of achievement in the following areas:</p> <ul style="list-style-type: none"> <li>• Constructing similar projects in accordance with project programme, budget and quality requirements</li> <li>• Measurement of environmental performance during construction</li> <li>• Working in close proximity to the general public</li> <li>• Working in a phased manner within an occupied building</li> <li>• Management of Planning and Building Control issues</li> <li>• Management of utilities</li> <li>• Added value/innovation you can bring to this Project through previous achievements</li> </ul> <p><i>Please restrict your overall answer to Section 5.10.3 to no more than two sides of A4.</i></p>	<p><b>Weighted Score</b></p> <p>0.30</p>
	Design team experience ENCLOSED <input type="checkbox"/>	
5.10.4	<p>Please provide a capability statement:</p> <ul style="list-style-type: none"> <li>• Showing your understanding of the Project</li> <li>• Showing the top five risks and how you would mitigate them</li> <li>• Showing what you believe the top five critical success factors for the Project are</li> <li>• Evidencing your commitment to using sustainable materials, systems and processes</li> <li>• Evidencing your commitment to student training/use of local labour and how these resources will be used on the Project</li> </ul> <p><i>Please restrict your overall answer to Section 5.10.4 to no more than two sides of A4</i></p>	<p><b>Weighted Score</b></p> <p>0.25</p>
	Capability statement ENCLOSED <input type="checkbox"/>	
5.10.5	<p>Please provide details of how your organisation will be arranged in order to deliver the services to the Project, including office locations and management structures of key personnel allocated to the Project</p>	<p><b>Weighted Score</b></p> <p>0.05</p>
	Organisation details ENCLOSED <input type="checkbox"/>	

## 6 - DECLARATION

**NOTE TO APPLICANT:**

This section must be completed once for the Applicant, signed by the Lead Organisation and each Relevant Organisation (if any).

6.1 When you have completed your PQQ submission please ensure that:

6.1.1 you have answered all the questions in Section 5 in full;

6.1.2 you have provided all documents requested;

6.1.3 you have appropriately numbered and included any continuation sheets;

6.1.4 you have read and signed the declaration below; and

6.1.5 you have read and signed the Certificate of Non-Collusive Tendering and Canvassing at Section 7.

I declare that the details submitted within this application are to the best of my knowledge correct.

I accept the conditions set out in, and provide the undertakings requested in, this PQQ.

I understand and accept that provision of false information could result in the Applicant's exclusion from the PQQ and/or any subsequent ITT.

I declare that my organisation will notify IMAC immediately if it becomes aware of any actual or potential conflict of interest which may arise between the interests of IMAC and my organisation or any of our clients and that my organisation will take immediate steps to remove the cause of any such conflict to the complete satisfaction of IMAC.

I understand that to give or offer any gift or consideration whatsoever as an inducement or reward to any Royal Court Liverpool Trust Representative or employee of IMAC will empower IMAC to cancel any contract currently in force and will result in this Applicant's exclusion from the PQQ and/or any resultant ITT. Accordingly, I have signed the Declaration of Non-Collusive Tendering and Canvassing at section 6.2 of this PQQ.

**NB: This declaration is to be signed by a Partner, Director or authorised representative, i.e. in their name on behalf of each of the Lead Organisation and any Relevant Organisations (if applicable).**

Signed for and on behalf of:

[INSERT ORGANISATION NAME]

Name:

Title:

**CONFIDENTIAL**

Pre-Qualification Questionnaire for Islington Mill – Main Contractor Services

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<b>Signature:</b>	
<b>Date:</b>	
<b>Signed for and on behalf of:</b>  <b>Name:</b>  <b>Title:</b>  <b>Signature:</b>  <b>Date:</b>	[INSERT ORGANISATION NAME]
<b>Signed for and on behalf of:</b>  <b>Name:</b>  <b>Title:</b>  <b>Signature:</b>  <b>Date:</b>	[INSERT ORGANISATION NAME]
<b>Signed for and on behalf of:</b>  <b>Name:</b>  <b>Title:</b>  <b>Signature:</b>	[INSERT ORGANISATION NAME]

**CONFIDENTIAL**

Pre-Qualification Questionnaire for Islington Mill – Main Contractor Services

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<b>Date:</b>	
<b>Signed for and on behalf of:</b>	[INSERT ORGANISATION NAME]
<b>Name:</b>  <b>Title:</b>  <b>Signature:</b>  <b>Date:</b>	
<b>Signed for and on behalf of:</b>	[INSERT ORGANISATION NAME]
<b>Name:</b>  <b>Title:</b>  <b>Signature:</b>  <b>Date:</b>	

## **7 - CERTIFICATE OF NON-COLLUSIVE TENDERING AND CANVASSING**

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**This Section must be completed by each Lead Organisation and any Relevant Organisations**

Section 7 is **Required Information** only and will not be subject to a pass/fail or scored evaluation. However, failure to sign and return the undertaking will render the PQQ submission **non-compliant** and the Applicant will not be selected to further participate in this procurement process.

**By:** [INSERT ORGANISATION NAME] (the Applicant)

**To:** IMAC

The essence of the procurement process is that IMAC shall receive bona fide competitive tenders from all Applicants. We, the undersigned, hereby certify that this is a bona fide submission and (except as expressly authorised by IMAC) we have not done and undertake that we will not do at any time any of the following acts:

1. Entered into any agreement with any other person with the aim of preventing the submission being made or as to the fixing or adjusting of any other details of any submission or the conditions on which any submission is made; or
2. Informed any other person, other than IMAC of the details of the submission except where such disclosure was made in confidence, and was necessary to obtain quotations necessary for the preparation of the submission for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the submission; or
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraph 1 above or to inform the Applicant of the details of any rival submission for this procurement; or
4. Done anything which would amount to an offence under the Bribery Act 2010; or
6. Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other submission or proposed submission for this procurement by any act or omission; or
7. Canvassed any person or any member of IMAC or any person acting as their advisors in connection with this procurement; or
8. Contacted any member of IMAC or their advisors about any aspect of this procurement except as authorised by this PQQ.

In this certificate, the word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

**To be signed by the Lead Organisation and any Relevant Organisations (if applicable)**

This document must be signed by an individual authorised to legally bind the Lead Organisation and any Relevant Organisation in relation to the contents therein.

**Signed for and on behalf of:**

[INSERT ORGANISATION NAME]

**Name:**

**Title:**

**Signature:**

**Date:**

**Signed for and on behalf of:**

[INSERT ORGANISATION NAME]

**Name:**

**Title:**

**Signature:**

**Date:**

**Signed for and on behalf of:**

[INSERT ORGANISATION NAME]

**Name:**

**Title:**

**Signature:**

**Date:**

<b>Signed for and on behalf of:</b>	[INSERT ORGANISATION NAME]
<b>Name:</b>	
<b>Title:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Signed for and on behalf of:</b>	[INSERT ORGANISATION NAME]
<b>Name:</b>	
<b>Title:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Signed for and on behalf of:</b>	[INSERT ORGANISATION NAME]
<b>Name:</b>	
<b>Title:</b>	
<b>Signature:</b>	
<b>Date:</b>	