

Pre-Qualification Questionnaire

Project Title: Wright Watson Enterprise Centre

A description of the project requirements ("Project Brief") is detailed on page 8 and instructions and guidance on how to submit your documents can be found on page 4.

To be considered, your completed Pre-Qualification Questionnaire ("PQQ") and any other supporting information requested **must** be submitted to Inspired Neighbourhoods CIC no later than:

12 NOON on: 12.3.2014

Late submissions will not be considered.

Documents must be returned:

No later than 12 Noon on: 12.3.2014

In paper format using the return label provided to:

**Mr Nasim Qureshi
Inspired Neighbourhoods CIC
The Thornbury Centre
Leeds Old Road
Bradford
BD3 0JX**

Please study the documentation carefully and in the event of any enquiries please contact Nasim Qureshi - n.qureshi@incic.co.uk.

Instructions and Guidance

Introduction

This Project Brief and PQQ is being made available by Inspired Neighbourhoods CIC to parties interested in submitting a response for **Wright Watson Enterprise Centre**, in accordance with the restricted procedure under the Public Contracts Regulations 2006.

The Process

The restricted procedure is a two-stage tender process: a PQQ followed by an Invitation to Tender ("ITT"). The purpose of using a PQQ is to enable Inspired Neighbourhoods CIC to create a short-list of potential providers, or additionally to assess whether or not they meet the minimum requirements determined as being necessary to contract with Inspired Neighbourhoods CIC. This is achieved by obtaining sufficient information to evaluate the suitability of potential providers in terms of:

- Legal Status
- Technical/Professional Ability and Capacity
- Financial standing

Using this stage enables Inspired Neighbourhoods CIC to assess potential providers' responses to the PQQ and select potential providers - from those who meet the minimum requirements - to proceed to the second stage of the procurement process.

You should read the Project Brief outline first. The Project Brief provides a brief high level outline of our requirements. If you think you have the capability and capacity to deliver the requirement described in the Project Brief and want to be considered as the potential provider of construction services for Lot A or Lot B or both Lots **you must complete and return the PQQ by the specified deadline.**

Please note if the PQQ is not fully submitted before the date and closing time stipulated at 12 noon 12.3.2014 Inspired Neighbourhoods CIC reserves the right not to accept the PQQ.

If you are successful in being shortlisted you will be invited to the next stage of the procurement process, the ITT, where you will be invited to submit proposals in response to the Specification, including prices for the requirement; these proposals will be evaluated to determine the potential provider(s) most appropriate to deliver the requirement.

Queries

The information and instructions provided in this document are designed to ensure that all potential providers are given equal and fair consideration. If you have any doubts as to what is required, or you have difficulty in providing the information, please contact Inspired Neighbourhoods CIC Nasim Qureshi - n.qureshi@incic.co.uk.

Please raise any clarification questions Nasim Qureshi - n.qureshi@incic.co.uk at least **5 calendar days** before the deadline for submission of PQQs. Inspired Neighbourhoods CIC's responses to queries and clarifications will be made available to all potential providers unless it is considered that the question contains confidential information.

The Project Brief and PQQ are being provided on the same basis to all potential providers expressing an interest in tendering for the contract opportunity.

How to Submit your Documents

Hard copies of all required documents should be submitted in a sealed envelope, using to label provided no later than 12 noon 12.3.2014 @ Inspired Neighbourhoods, The Thornbury Centre, Leeds Old Road, Bradford BD3 8JX.

Any submissions undelivered at the required address or late submissions will be disqualified. Submissions containing non-required information will be disqualified.

Scoring Methodology

| | |
|---|---|
| Part 1 Organization Profile | This section is required for information purposes only. |
| Part 2a Grounds for Exclusion - mandatory | In some circumstances Inspired Neighbourhoods CIC is required by law to exclude you from participating further in a procurement process. If you answer 'yes' to any question in this section you will be disqualified from the procurement process. The questions in this section will be assessed on a pass / fail basis. |
| Part 2b Grounds for Exclusion - discretionary | In some circumstances Inspired Neighbourhoods CIC is required by law to exclude you from participating further in a procurement process. If you answer 'yes' to any question in this section you may be disqualified from the procurement process. |

| | |
|---|--|
| | The questions in this section will be assessed on a pass / fail basis. |
| Part 3 Financial Information | Provide audited financial accounts for 3 years. |
| Part 4 Technical/ Professional Ability and Contract Specific Questions | Requests information relating to Inspired Neighbourhoods CIC's policy requirements and technical and professional ability. Inspired Neighbourhoods CIC must be sure requirements are met in relation to these areas to consider any potential supplier. Some may relate to future obligations under the contract should you be successful. The questions in this section will be assessed on a scoring basis. |
| Part 5 Declaration | A signed copy of the Declaration shall be submitted with the PQQ response. |

Inspired Neighbourhoods CIC may seek independent advice to validate information declared or to assist in the PQQ assessment. Inspired Neighbourhoods CIC reserves the right to ask for references, conduct site visits and ask for demonstrations and/or presentations as part of the PQQ process.

The assessment team will score the response to each question using a mark from 0-10 against the standards shown in the table below.

| Score | Score Standards | |
|-------|-------------------|---|
| 10 | Excellent Answer | Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level |
| 8 | Good Answer | Shows an above basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level |
| 6 | Acceptable Answer | Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level |
| 4 | Poor Answer | Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered |
| 2 | Very Poor Answer | Shows little understanding of the contract and that none of the required standards could be |

| | | |
|---|--|---|
| | | applied and delivered |
| 0 | No answer or unacceptable answer given | No response to the question or the response is not considered relevant. The response is unconvincing, flawed or otherwise unacceptable. Response fails to demonstrate an understanding of Inspired Neighbourhoods CIC's requirements. |

All questions that are scored will be given a weighting. The table below explains these weightings:

| Weighting | Weighting Definition |
|-----------|--|
| 5 | High importance to the contract |
| 4 | Medium - High importance to the contract |
| 3 | Medium importance to the contract |
| 2 | Low - Medium importance to the contract |
| 1 | Low importance to the contract |

Procurement Timetable

Set out below is the proposed procurement timetable. This is intended as an indicative guide and, whilst Inspired Neighbourhoods CIC does not intend to depart from the timetable, it reserves the right to do so at any stage.

| Stage in Procurement Process | Target Dates |
|--|--------------|
| Contract Notice (PQQ available) + advert placed on: OJEU through www.mytenders.co.uk ; PQQ will be published on OJEU | 10.2.2014 |
| Deadline for submission of PQQ | 12.3.2014 |
| Inform potential providers of the outcome of their PQQ submission | 14.3.2014 |
| Issue of ITT | 18.3.2014 |
| Deadline for submission of tenders | 22.4.2014 |
| Notification of result of evaluation - preferred bidder(s) | 25.4.2014 |
| Standstill period as applicable. | 6.5.2014 |

| | |
|--|-----------|
| Contract Award (Contract Award Notice published) | 7.5.2014 |
| Anticipated contract start date | 12.5.2014 |

Please note: Inspired Neighbourhoods CIC reserves the right to cancel the Tender process at any point. Inspired Neighbourhoods CIC is not liable for any costs resulting from any cancellation of this Tender process or for any other costs incurred by those tendering for this contract.

Project Brief

Tender for the construction of the Wright Watson Enterprise Centre on the site of the former Thorp Methodist Church in the Idle Conservation Area for Inspired Neighbourhoods CIC. The project is part funded by the European Regional Development Fund, WREN, and supported by City of Bradford Metropolitan District Council.

Inspired Neighbourhoods CIC is seeking suitably experienced contractors to tender for the conversion, part demolition with alterations and extensions of the former Thorp Methodist Church into the Wright Watson Enterprise Centre with a part time library and community centre. It is located on the edge of Idle Conservation Area on the junction of Albion Road and Thorp Garth. The existing building is single storey, constructed in brick approximately 260 square metres in area. The proposed extensions total approximately 300 square metres, including a first floor extension. The work includes the erection of a new steel frame within the existing structure, the application of render, cladding systems and a curtain wall system. The work also includes external works to the boundary wall, car parking and landscaping.

The site includes a disused and derelict grave yard where community garden is to be developed, thus requires work to be carried out by adopting a sensitive approach.

The project will be procured in two lots: lot A for the building and limited external works and lot B for the community garden. Expressions of interest are invited for either or both lots.

Part 1: Organization and Contact Details

The answers provided in this section are for information only.

Please complete the following:

| | |
|---|--|
| Organization trading name and address: (Or lead organization where a consortium bid is being submitted) | |
| Registered office address: | |
| Company and/or charity registration number: | |
| VAT Registration number | |
| Name of immediate parent company and ultimate parent company (if applicable) | |

(Organization contact lead for enquiries about this POQ)

| | |
|--------------------------|--|
| Name: | |
| Position: | |
| Address: | |
| Telephone Number: | |
| Mobile Number: | |
| Fax Number: | |
| E-mail: | |

Current legal status of organization:

| (Please tick applicable boxes) | | | |
|--------------------------------|--------------------------|----------------------------|--------------------------|
| Sole Trader | <input type="checkbox"/> | Public Sector Organization | <input type="checkbox"/> |
| Partnership | <input type="checkbox"/> | Charitable Organization | <input type="checkbox"/> |
| Public Limited Company | <input type="checkbox"/> | Voluntary/3rd Sector | <input type="checkbox"/> |
| Private Limited Company | <input type="checkbox"/> | Consortia | <input type="checkbox"/> |
| Other (<i>please state</i>) | <input type="checkbox"/> | | <input type="checkbox"/> |

Are you making this application as a lead organization on behalf of a group of applicants through a partnership or consortia or sub-contracting approach? YES/NO

If 'Yes' please specify whether you are tendering as part of a consortia approach or intend to sub-contract?

Are you able to confirm who the sub-contractors/other members of the consortia are at this stage?

If 'Yes' please complete the table below

| Name and contact details of organization | Element of contractual obligations they are to deliver | Approximate % of contract they are to deliver |
|--|--|---|
| | | |
| | | |
| | | |

Have you undertaken any checks re other members of consortia/subcontractors? Please confirm?

If you are submitting the contract as a lead using either a consortia or subcontracting approach please provide details of your experience of delivering contracts in this lead role:

Please explain the process and checks that you have undertaken in respect of other members of the consortia/subcontractors?

Does your organization (or any members of the consortium/subcontractors) have any association (either directly or indirectly) with any member or employee of Inspired Neighbourhoods CIC?

If the answer is 'yes' please provide details:

(For completion by non-UK businesses only)

| | |
|---|--|
| <p>Registration with professional body:</p> <p>Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in <i>Annexes IX A-C of Directive 2004/18/EC</i>) under the conditions laid down by that member state).</p> | |
| <p>Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organization in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this.</p> | |

Are you tendering for Lot 1 or Lot 2 or both please tick relevant box

Lot 1

Lot 2

Both
Lot 1
Lot2

Part 2a: Grounds for Mandatory Rejection

Please note:

This Part tests the criteria which are given in regulation 23 of the Public Contracts Regulations 2006.

In some circumstances Inspired Neighbourhoods CIC is required by law to exclude you from participating further in a procurement process. If you answer 'yes' to any question in this section you will be disqualified from the procurement process.

| | |
|---|-------------------------------------|
| Has your organization or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? | (Answer) |
| 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 organization as defined in Article 2 of Council Framework Decision 2008/841/JHA; | YES / NO (Delete as appropriate) |
| 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 (Delete as appropriate) |
| the offence of bribery, where the offence relates to active corruption; | YES / NO (Delete as appropriate) |
| bribery within the meaning of section 1 or 6 of the Bribery Act 2010; | YES / NO (Delete as appropriate) |
| fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of— <ul style="list-style-type: none"> • the offence of cheating the Revenue; • the offence of conspiracy to defraud; • fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, | YES / NO (Delete as appropriate) |

| | |
|--|---|
| <p>the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;</p> <ul style="list-style-type: none"> • 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; • 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; • an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; • 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; • fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or • making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006; | |
| <p>money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002</p> | <p>YES / NO <i>(Delete as appropriate)</i></p> |
| <p>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 1996;</p> | <p>YES / NO <i>(Delete as appropriate)</i></p> |
| <p>an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or</p> | <p>YES / NO <i>(Delete as appropriate)</i></p> |
| <p>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> | <p>YES / NO <i>(Delete as appropriate)</i></p> |

Part 2b: Grounds for Discretionary Rejection

Please Note:

Inspired Neighbourhoods CIC is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you answer 'yes' to any question in this Part 2b you may be disqualified from the procurement process. In the event that any of the following do apply, please set out (in a separate annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by Inspired Neighbourhoods CIC in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Inspired Neighbourhoods CIC is also entitled to exclude you in the event you are guilty of serious misrepresentation in providing any information referred to within regulation 23, 24, 25, 26 or 27 of the Public Contracts Regulations 2006 or you fail to provide any such information requested by us.

Are any of the following true for your organization?

| | |
|--|---|
| <p>Being an individual, are you a person in respect of whom a debt relief order has been made or been declared bankrupt or had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made; or have not made any composition or arrangement with or for the benefit of creditors or have not made any conveyance or assignment for the benefit of creditors or do not appear 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, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland have not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other state.</p> <p>OR</p> <p>Being a partnership constituted under Scots law has not granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate;</p> <p>OR</p> <p>That being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 you have not, passed a resolution or is not the subject of an order by the court for the company's winding up</p> | <p>YES / NO <i>Delete as appropriate</i></p> |
|--|---|

| | |
|--|--|
| otherwise than for the purpose of bona fide reconstruction or amalgamation, or has not 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 not the subject of the above procedures or is not the subject of similar procedures under the law of any other state. | |
| Have you been convicted of a criminal offence relating to the conduct of your business or profession? | YES / NO <i>(Delete as appropriate)</i> |
| Have you committed an act of grave misconduct in the course of your business or profession? | YES / NO <i>(Delete as appropriate)</i> |
| Have you been convicted of an offence under section 2 or 7 of the Bribery Act 2010? | YES / NO <i>(Delete as appropriate)</i> |
| That you have not fulfilled your 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 organization is established. | YES / NO <i>(Delete as appropriate)</i> |
| That you have not fulfilled your 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. | YES / NO <i>(Delete as appropriate)</i> |
| Have you been found guilty of serious misrepresentation in providing any information referred to within this regulation 23 or regulation 24, 25, 26 or 27 of the PCR, or has not provided such information in response to a request by the contracting authority? | YES / NO <i>(Delete as appropriate)</i> |
| In relation to procedures for the award of a public services contract, you are licensed in the relevant State in which you are established or a member of an organization 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. | YES / NO <i>(Delete as appropriate)</i> |
| That you are, where applicable, registered with appropriate trade or professional register(s) in the EU Member State where it is established (as set out in Schedule 6 of Public Contracts Regulations 2006) under the conditions laid down by that Member State. | YES / NO <i>(Delete as appropriate)</i> |

| | |
|--|--|
| Have you any known potential conflicts of interest that may arise if your organization were awarded this contract? | YES / NO <i>(Delete as appropriate)</i> |
|--|--|

Part 3: Economic and Financial Standing

potential providers' responses to this section will be used to undertake an assessment of your organisation's economic and financial standing.

Please supply a copy of your audited accounts for the most recent two years and a cash flow forecast for the current financial year. Please note the accounts must be for the company listed in Part 1. If you are offering a Parent Company Guarantee please supply the most recent two years accounts for that organisation.

If you are a recently established organisation that as yet does not have prepared accounts available, then please submit one of the following:

1. A profit & loss account and balance sheet showing the latest financial position and a cash flow forecast for the current financial year.
2. A statement of your cash flow forecast for the current financial year and an opening balance sheet. This should be accompanied by a reference from a qualified accountant who has reviewed the forecast and a bank letter outlining the current cash and credit position.

Where the application is being made by a consortium arrangement please submit financial details for each member of the partnership. Their financial details will be assessed against the contract in relation to the proportions outlined in Part 1.

Please confirm below:

| | Please tick ✓ one box | Web-link |
|---|--------------------------|----------|
| Financial Accounts/statements enclosed and clearly labelled by year | | |
| Financial Accounts/statements available on website (please provide full web-link) | | |

| |
|---|
| Please provide details of any post balance sheet events, legal actions or other events that may affect the organisation's economic and financial standing and are not reflected in the accounts and financial information provided. |
| |

If you are submitting alternative information, rather than full accounts, please clearly label all the documents enclosed and list them below:

| |
|--|
| |
|--|

Inspired Neighbourhoods CIC reserves the right to seek additional information if the financial position cannot be readily ascertained from the information provided by you.

Details of your principal banker, who may, if you are invited to Tender, be required to provide you with a reference. This will only be requested where the Inspired Neighbourhoods CIC has been unable to gain sufficient assurance from the financial information submitted and will only be done after seeking your permission. Any costs involved in obtaining the reference will be at your expense:

| | |
|-------------------|--|
| Bank Name | |
| Address | |
| Town/City | |
| Postcode | |
| Contact Name | |
| Contact Telephone | |
| Contact Email | |

Tax Compliance

| | | | | | | |
|-----------|--|---|-----|----|--|--|
| 1. | | | | | | |
| 1.1 | The organizations tax affairs have given rise to a criminal conviction for tax related offences which is unspent, or to a penalty for civil fraud or evasion; and/or | <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table> | Yes | No | | |
| Yes | No | | | | | |
| | | | | | | |

| | | | | | | |
|-----|--|---|-----|----|--|--|
| 1.2 | <p>Any of the organizations tax returns submitted on or after 1 October 2012 has been found to be incorrect as a result of:</p> <ul style="list-style-type: none"> • HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or • the failure of an avoidance scheme which the supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS). | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> | Yes | No | | |
| Yes | No | | | | | |
| | | | | | | |

If you answer 'yes to either Q1.1 or 1.2 above, you must provide the following:

- (i) A brief description of the occasion, the tax to which it applied, and the type of "non-compliance" i.e. GAAR, Halifax Abuse Principle etc.
- (ii) The date of the original "non-compliance" and the date of any judgement against the organization, or date when the return was amended.
- (iii) The level of any penalty or criminal conviction applied.
- (iv) Details of any mitigating factors, including but not limited to:
 - Corrective action undertaken by the organization to date
 - Planned corrective action to be taken.
 - Changes in personnel or ownership since the occasion.
 - Changes in financial, accounting, audit or management procedures since the occasion.

Part 4: (Additional sections for response)

| Experience | | |
|------------|--|-------------|
| 1. | Please provide details of the information governance, management and training arrangements your organisation has in place to ensure that the processing of Inspired Neighbourhoods CIC's data is undertaken in accordance with requirements of the Data Protection Act 1998 (these details may include relevant previous experience and policy documents you may have in place). | Weighting 4 |
| Answer | | |
| 2. | <p>Please state the number of similar contracts that your organisation has carried out within the last 3 years within each value grouping including a description of the type and duration of each contract:</p> <p>£250,000 - £1,000,000</p> <p>£1,000,000 - £1,500,000</p> | Weighting 3 |

| | | |
|--------|--|-------------|
| Answer | | |
| 3. | <p>Where possible, please provide details of 3 referees (preferably local authority or public sector bodies) who can provide professional/technical references. You are reminded that at least two 'good' references must be received (pass or fail).</p> <p>The references must be for recent works that are similar in content and value to this contract and crucially, referees external to Inspired Neighbourhoods CIC must have agreed to provide a reference before this questionnaire is submitted.</p> <p>For the avoidance of doubt if you have contracted with Inspired Neighbourhoods CIC in any capacity during the last 4 years you must provide project details.</p> | Pass / Fail |

Referee 1:
Contact name:
Organisation name:
Full postal address:
Email:
Phone number:
Annual value of contract:
Description of contract:
Start date of contract:
Length of contract:

Referee 2:
Contact name:
Organisation name:
Full postal address:
Email:
Phone number:
Annual value of contract:
Description of contract:
Start date of contract:
Length of contract:

Referee 3:
Contact name:
Organisation name:
Full postal address:
Email:
Phone number:
Annual value of contract:
Description of contract:
Start date of contract:
Length of contract:

| | | |
|--------|--|-------------|
| 4. | <p>Has your organisation:</p> <p>had penalties, default notices or liquidated damages awarded against it during the last 3 years in respect of comparable services?</p> <p>had either a contract terminated or its employment determined under the terms of a contract during the last 3 years in respect of comparable services?</p> <p>had a contract that was not extended for failure to perform to the terms of that contract?</p> <p>terminated a contract after the contract award but before its completion?</p> <p>withdrawn from any similar projects after being shortlisted?</p> <p>If you have answered yes to any of the above, please give details (maximum 150 words).</p> | Pass / Fail |
| Answer | | |
| 5. | <p>Please provide details of your organisation's management, supervisory and operational structures along with brief details of the key personnel to be deployed in providing the services required (these details may include an organisational chart, together with details of relevant experience, qualifications by way of CVs and job descriptions of personnel who will be working on the scheme and any proposals for subletting/contracting).</p> | Weighting 3 |

Answer

| | | |
|----|---|-------------|
| 6. | State the approximate number of employees (i.e. directors, senior manager, admin staff etc) that could be applied to this contract in any 12 month period and the total in the organisation itself. | Weighting 2 |
|----|---|-------------|

Answer

| | | |
|----|--|--------------|
| 7. | Q. The site includes derelict/ disused grave yard, please provide details of project that you have delivered which encompassed working on sensitive sites. | Weighting 4. |
|----|--|--------------|

Answer

| | | |
|----|---|--------------|
| 8. | Q. Please provide two examples where you have engaged local communities (training, apprenticeships, work experience, employment) in delivering the project. | Weighting 5. |
|----|---|--------------|

Answer

| | | |
|----|---|--------------|
| 9. | Q. Please provide two examples where you have developed project similar to Wright Watson Enterprise Centre. | Weighting 5. |
|----|---|--------------|

Answer

| | | |
|-----|---|--------------|
| 10. | <p>Q. Please provide two examples where you have worked to achieve BREEAM Standard - Very Good, within project cost constraints.</p> <p>This question relates to both Lot 1 and Lot 2 as it will contribute towards achieving BREEAM Standard</p> | Weighting 5. |
|-----|---|--------------|

Answer

| Insurance | | |
|-----------|--|-------------|
| 1. | <p>Please provide details of all insurance cover currently in force. If your company's tender is successful, adequate insurance cover will be required and Inspired Neighbourhoods CIC may request that insurance certificates are made available. The required levels are indicated below. (If your current levels of cover are less than those stated, you should be prepared to increase your cover at no cost to the Authority on award of contract).</p> <p>Public Liability - £5 million (minimum £5m cover) Employer's Liability - £5 million (minimum £5m cover) Professional Indemnity - £5 million (minimum £5m cover) Product Liability - £5 million (Minimum £5m cover)</p> | Pass / fail |
| Answer | | |
| 2. | <p>Are there any outstanding claims against you (other than routine employment cases)? If YES, please list as appropriate.</p> | Pass / Fail |

Answer

| Health and Safety | | |
|-------------------|---|-------------|
| 1. | Please provide your organisational Health and safety Policy and certificates. | Pass / Fail |

| Environmental | | |
|---------------|--|-------------|
| 1. | Please provide your organisational Environmental Policy. | Pass / Fail |

| Quality Management | | |
|--------------------|---|-------------|
| 1. | Please provide copy of your Quality Assurance Certificates. Please provide an outline your quality assurance plan for this development. | Pass / Fail |

| Safeguarding | | |
|--------------|--|-------------|
| 1. | Please provide copy of your Children and Vulnerable Adults Safe guarding policy. | Pass / Fail |

Part 5: Declaration

PLEASE READ AND SIGN THE SECTION BELOW

When you have completed the PQQ, please ensure that:

1. You have answered all the questions;
2. You have provided all documents requested;
3. You have read and signed the Declaration below.

I certify that the information supplied regarding the Organisation is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the PQQ. I understand and accept that false information could result in rejection of the application to be selected to take part in the tender process.

I also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I also understand that any such action will result in rejection of the application to take part in the tender process and empower Inspired Neighbourhoods CIC to cancel any contract currently in force.

I understand and agree to the conditions set out in the Introduction, Instruction and Guidance

NOTE: This undertaking is to be signed by a Partner, Director or authorised representative, i.e. in their name on behalf of the Organisation.

| | |
|---|--|
| Signed for and on behalf of the Organisation: | |
| Name (in capitals): | |
| Position/Status in the Organisation: | |
| Organisation's name: | |
| Organisation's address: | |
| Date: | |

Label For Return OF WVEC PQQ Documents

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PRIVATE AND CONFIDENTIAL

**WVEC PQQ DOCUMENTS
MR NASIM QURESHI
INSPIRED NEIGHBOURHOODS CIC
THE THORBURY CENTRE
LEEDS OLD ROAD
BRADFORD
BD3 8JX**

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