

SELF-ASSESSMENT PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

To be used for all sub-OJEU (i.e. below £145,000 over four years) tender requirements

XXXXX COUNCIL

**TENDER FOR (INSERT CONTRACT
TITLE)**

**SELF-ASSESSMENT
PRE-QUALIFICATION QUESTIONNAIRE (PQQ)**

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Notes for Suppliers

All Councils in Sussex have agreed to adopt a standard self-assessment pre-qualification questionnaire for contract opportunities *below the European threshold*, based on the Office of Government Commerce & Small Business Service model document.

The purpose of this questionnaire is to assist **XXXXX** Council in deciding which suppliers to short-list to invite to tender for **[insert contract title]**.

All Sussex Councils have agreed to simplify the process so that

- (a) you will always complete the same standard form
- (b) questions will always be the same and in the same order
- (c) you don't need to provide supporting documents, for example, accounts, certificates, statements or policies with the questionnaire.

However, the purchasing organisation named above may ask to see these documents at a later stage. You may also be asked to clarify your answers or provide more details, especially if either are a significant number of "NO" responses in the completed questionnaire.

Please answer every question. If the question does not apply to you please write **N/A**;

if you don't know the answer please write **N/K**.

Please return this form to:

[insert Officer Name]
[insert Officer title]
XXXXX Council
[insert address]

Not later than: **[insert time and date]**

XXXXX Council will contact you again by: **[insert date]**

If you have any queries about this form please contact:

[insert Officer Name] **[Phone No]** **[Email address]**

SELF-ASSESSMENT PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

**SELF-ASSESSMENT PRE-QUALIFICATION
QUESTIONNAIRE (PQQ)**

Pre-qualification scheme registered?

Is your company a member of <i>Constructionline</i> or <i>SelectAccredit</i> ?	Yes / No
If YES , please provide your Registration Number below and then answer the questions in Part B	
<i>Constructionline</i> or <i>SelectAccredit</i> Registration No.	
If NO , please answer all questions in Parts A and B	

PART A

1	BASIC DETAILS OF YOUR ORGANISATION	
1.1a	Construction and related businesses only:	
	Are you registered with Constructionline?	Yes/No
	Are you registered with Constructionline NPOS (non-construction scheme)	Yes/No
	If " Yes ", what is your registration number:	
	If "Yes", please go straight to Sections 11 and 12	
1.1	Name of organisation in whose name the tender would be submitted:	
1.2	Contact name for enquires about this bid:	
1.3	Contact position (Job Title)	
1.4	Main Address for Correspondence, including full Post Code:	
1.5	Telephone number:	
1.6	Fax number:	
1.7	E-mail address:	
1.8	Company website address (if any):	
1.9	Company Registration number (if this applies- see 1.14 below): NB: An electronic company check will be undertaken by the council as part of this pre-qualification process	

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1.10	Charities of Housing Association or other Registration number (if applicable). Please specify registering body:	
1.11	Date of Registration	
1.12	Registered address including full post code if different from 1.4 above	
1.13	VAT Registration number	
1.14	Is your organisation (Please tick one)	i) a public limited company?
		ii) a limited company?
		iii) a partnership?
		iv) a sole trader
		v) a registered charity?
		vi) a provident society?
	NB: If not a registered company, you will need to send in your accounts if invited to tender stage	vii) other (please specify)
1.15	Name of (ultimate) parent company (if this applies)	
1.16	Companies House Registration number of parent company (if this applies)	

2.2	Size of Company. Please tick the box against the statement that most accurately reflects the size of your company?	Tick Box
a)	SMALL – not more than 50 employees; turnover <£5.6m; or balance sheet <£2.8m	
b)	MEDIUM – between 51 and 249 employees; turnover <£22.8m; balance sheet <£11.4m	
c)	LARGE – more than 250 employees; turnover >£22.8m; balance sheet > £11.4m	

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2	FINANCIAL INFORMATION	
2.1	What was your turnover in the last two years (if this applies)	
	£: _____ for year ended _____	£: _____ for year ended _____
	If this does not apply, what year did you commence business? _____	
2.2	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	Yes / No
2.3	If " No " what were the reasons, and what has been done to put things right?	
2.4	Has your organisation met all its obligations to pay its creditors and staff during the past year?	Yes / No
2.5	If " No " please explain why not:	
2.6	What is the name and branch of your bankers (who could provide a reference)?	Name: Branch: Contact details:
	If asked, would you be able to provide at least one of the following?	
	<i>A copy of your most recent audited accounts (for the last two years if this applies)</i>	Yes / No
	<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>	Yes / No
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	Yes / No

3	BUSINESS ACTIVITIES	
3.1	What are the main business activities of your organisation?	
3.2	How many staff does your organisation have? (If you are a sole trader, please say so)	

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4 REFERENCES				
Please provide details of three recent contracts that are relevant to the Council's requirement. Where possible at least one should be from the public sector. If you cannot provide three references, please explain why.				
		Reference 1	Reference 2	Reference 3
4.1	Customer Organisation (name):			
4.2	Customer contact name and phone number:			
4.3	Date contract awarded:			
4.4	Contract reference and brief description:			
4.5	Value:			
4.6	Date contract was completed			
4.7	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes / No		
4.8	If "Yes" please give details:			

5 INSURANCE		
9.1	Please provide details of your current insurance cover:	
a)	Employers Liability	Value £ _____
b)	Public Liability	Value £ _____
c)	Other (please provide details)	Value £ _____

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6	QUALITY ASSURANCE	
6.1	Does your organisation hold a recognised quality management certification for example BS/EN/ISO 9000:2000 or equivalent? If Yes please state name of certification _____.	Yes / No
6.2	If No , does your organisation have a quality management system*? If you do not have quality certification or a quality management system, please explain why:	Yes / No
6.3	Does your organisation hold the Community Mark? NB: If YES , no need to answer Question 9 Environment Management	Yes / No

7	HEALTH & SAFETY INFORMATION	
7.1	Does your organisation have a written health and safety at work policy? (see notes at end of questionnaire)	Yes / No
7.2	Does your organisation have a health and safety at work system?	Yes / No
7.3	If " No ", to either of the above please explain why:	

8	EQUAL OPPORTUNITIES	
8.1	Does your organisation have a written equal opportunities policy, to avoid all types of discrimination?	Yes / No

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9	ENVIRONMENTAL MANAGEMENT INFORMATION	
9.1	Does your organisation have an environment management system?	Yes / No
9.2	Does your organisation have a sustainable procurement policy?	Yes / No

10	PROFESSIONAL AND BUSINESS STANDING	
	Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?	
10.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
10.2	Has been convicted of a criminal offence related to business or professional conduct	Yes / No
10.3	Has committed an act of grave misconduct in the course of business	Yes / No
10.4	Has not fulfilled obligations related to payment of social security contributions	Yes / No
10.5	Has not fulfilled obligations related to payment of taxes	Yes / No
10.6	Is guilty of serious misrepresentation in supplying information	Yes / No
10.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law.	Yes / No
10.8	If the answer to any of these questions is "Yes" please give brief details below, including what has been done to put things right.	

PART B

THIS SECTION TO BE COMPLETED BY ALL SUPPLIERS

11	REQUIREMENT SPECIFIC QUESTIONS	
11.1	What added value/ community benefit could your company bring to the Council's requirement for goods, services or works?	
	Supplementary differentiating questions:	
11.2	Question	Answer
11.3	Question	Answer
11.4	Question	Answer
11.5	Question	Answer

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12. DECLARATION

I declare that to the best of my knowledge the answers submitted in this PQQ (and any supporting modules) are correct. I understand that the information will be used in the evaluation process to assess my organisation's suitability to be invited to tender for the Council's requirement.

FORM COMPLETED BY	
Organisation Name:	
Name:	
Position (Job Title):	
Date:	
Telephone number:	
Signature:	

*Notes:

Environmental management system means processes and procedures to ensure that environmental issues are properly managed and all legal requirements are met.

Health and Safety Policies

Any business employing five or more people has, by law, to prepare and bring to the attention of employees a written Health and Safety Policy Statement.

A Health and Safety Policy usually consists of three distinct sections namely:

- General Policy Statement – a short statement outlining the organisation's commitment to Health and Safety, signed and dated by the senior organisation official (for example, the Managing Director).
- Organisation – how the organisation addresses health and safety; lines of communication between managers and staff; and any specific duties/responsibilities assigned within the organisation - this should be relatively straightforward for smaller organisations.
- Arrangements – the systems and procedures in place for ensuring employees' health and safety at work