

The Moray Council - Pre Qualifying Questionnaire

PRE-QUALIFICATION QUESTIONNAIRE

Notes for Suppliers

The purpose of this questionnaire is to assist Moray Council in deciding which suppliers to short-list to invite to tender for ***[Insert details of the tender]***

You may also be asked to clarify your answers or provide more details.

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.

“Authority” means the purchasing organisation that is seeking to award a contract.

Please return this form to:

[Name]

Moray Council

[Address Line 1]

[Address Line 2]

[Address line 3]

.....
.....
.....

Not later than: *[time and date]*

We will contact you again by: *[date]*

If you have any queries about this form please contact:

[Name]

[telephone number]

[your e-mail address]

Overview of Requirement

[Introduction

Details of awarding Authority

Brief description of scope of project

Details of contract duration including options to extend]

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1	BASIC DETAILS OF YOUR ORGANISATION	
1.1	Name of the organisation in whose name the tender would be submitted:	
1.2	Contact name for enquiries about this bid:	
1.3	Contact position (Job Title):	
1.4	Address: Post Code:	
1.5	Telephone number:	
1.6	Fax number:	
1.7	E-mail address:	
1.8	Website address (if any):	
1.9	Company Registration number (if this applies):	
1.10	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	
1.11	Date of Registration:	
1.12	Registered address if different from the above: Post Code:	
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) 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):	

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1.17	<p>Construction and related businesses only.</p> <p>Are you registered with Constructionline?</p> <p><i>(If you are registered with Constructionline you do not need to complete section 2)</i></p>	Yes / No
1.18	What is your Constructionline registration number	

2	FINANCIAL INFORMATION		
2.1	What was your turnover in the last two years (if this applies)?	£..... for year ended --/--/----	£..... for year ended --/--/----
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:	
2.7	Please provide copies of the following:		
2.8	Do you have Public Liability Insurance	Yes / No	
2.9	To what value?	£	
2.10	Do you have Employee's Liability Insurance?	Yes / No	

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2.11	To what value?	£
A copy of your most recent audited accounts		Yes / No
A statement of your turnover, profit & loss account and cash flow for the most recent year of trading		Yes / No
A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position		Yes / No

3	BUSINESS ACTIVITIES
3.1	What are the main business activities of your organisation and how relevant they are to this service? Please Describe
3.2	How many staff does your organisation have and how many would be dedicated to this service? (If you are a sole trader, please say so)

REFERENCES				
4	Please provide details of three recent contracts that are relevant to this requirement. Where possible all should be from the public sector. If you cannot provide three public sector 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:			

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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	QUALITY ASSURANCE			
5.1	Does your organisation hold a recognised quality management certification for example BS/EN/ISO 9000 or equivalent? Please describe which			
5.2	If not, does your organisation have a quality management system*? Please describe			
5.3	If you do not have quality certification or a quality management system, please explain why:			

6	HEALTH & SAFETY			
6.1	Does your organisation have a written health and safety at work policy? Please describe			
6.2	Does your organisation have a health and safety at work system*? Please describe			
6.3	Does your organisation employ an Officer responsible for Health and Safety?			
6.4	Does your organisation employ Safety Consultants?			
6.5	Have any prosecutions, prohibitions or improvement notices been served on your organisation by any Local Authority Department of Environmental Health or by the Health and Safety Executive?			
6.6	Will your organisation permit the Council to examine the organisation's safety performance record, including type of work undertaken and accident record over the past 3 years if required?			

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6.3	If “No”, to any of the above please explain why:	
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7	EQUAL OPPORTUNITIES	
7.1	Is it your policy as an employer to comply with the Race Relations Act 1976, Sex Discrimination Acts 1975 and 1986, Equal Pay Act 1970, Disability Discrimination Act 1995 and Equality Act 2006. Accordingly is it in your practice not to treat one group of people less favourably than others because of their sex, disability, colour, race, nationality or ethnic origin, sexual orientation, age, religion or belief in relation to decisions to recruit, train or promote employees?	
7.2	Please provide details of any positive measures, which your organisation takes to encourage the employment of people with disabilities within your organisation.	
7.3	In the last 3 years, has any finding of unlawful discrimination on the grounds of sex, disability, colour, race, nationality or ethnic origin, sexual orientation, age, religion or belief been made against your organisation by any court or employment tribunal?	
7.4	In the last 3 years, has your organisation been the subject of formal investigation by the Equal Opportunities Commission, Commission for Racial Equality, the Disability Rights Commission or the Equality and Human Rights Commission on grounds of alleged unlawful discrimination?	
7.5	If the answer to question 7.3 is in the affirmative or, in relation to question 7.4, the Commission made a finding adverse to your organisation please answer question 7.6.	
7.6	What steps did your organisation take in consequence of that finding? Please attach evidence.	
7.7	Does your organisation observe as far as possible the Commission for Racial Equality’s Code of Practice for Employment, as approved by Parliament in 1983, which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment, including the steps that can be taken to encourage members of the ethnic minorities to apply for jobs or take up training opportunities?	

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8	ENVIRONMENTAL MANAGEMENT	
8.1	Does your organisation have an environmental management system*? Please describe	

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

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10	REQUIREMENT SPECIFIC QUESTIONS	
	Question	Answer
10.1	<i>These questions should be specific to the requirement and should be constructed in such a way that will allow the responses to be scored.</i>	
10.2	<i>See above.</i>	
10.3	<i>See above</i>	
10.4	<i>See above</i>	

This tender will be evaluated on the following criteria:

Evaluation Criteria	Justification	Marking 1-5	Weighting	Total
Financial Status <i>Financial requirements should be proportionate to the value of the individual contract – mandatory to have adequate insurance cover?</i>				
Business Activities				
References <i>Checks should be made on previous contract performance and delivery</i>				
Quality Assurance				
Health & Safety <i>Do they have a policy in place</i>				
Equalities <i>Must have a policy or written statement in place</i>				
Professional & Business Standing				
Specific Questions <i>Each question should be given a value in relation to its importance in contract delivery</i>				
Totals				

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Evaluation	Description	Score
Unsatisfactory	Fails to meet the required standard in most or all areas	1
Less than Acceptable	Fails to meet the required standards in some areas	2
Acceptable	Meets the required standard	3
High Standard	Exceeds the required standard in some areas	4
Outstanding	Exceeds the required standards in most or all areas	5

11	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 tender for the authority's requirement.
	FORM COMPLETED BY
11.1	Name:
11.2	Position (Job Title):
11.3	Date:
11.4	Telephone number:
11.5	Signature:

Notes:

* "system" means processes and procedures to ensure that the subject is properly managed. This includes making sure that 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).

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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