

Schedule 2

PAS91 Construction Prequalification Questionnaire Evaluation Method – Dynamic Purchasing System for the Provision of Various Engineering Works

To be read in conjunction with:

- **PAS91 Construction Prequalification Questionnaire**
- **Schedule 1: Guidance Notes for Completion of PAS91 Construction Prequalification Questionnaire**

**PLEASE REVIEW THIS DOCUMENT CAREFULLY BEFORE
PREPARING YOUR SUBMISSION**

1. INTRODUCTION

- 1.1 This Schedule 2 - The PAS91 Construction Prequalification Questionnaire Evaluation Method sets out the actual evaluation of each of the PQQ sections. Please also refer to the PAS91 Construction Prequalification Questionnaire and Schedule 1 - Guidance Notes for Completion of Completion of PAS91 Questionnaire when reviewing this document.
- 1.2 The objective of this PQQ is to evaluate responses with a view to shortlisting Applicants to be accepted onto the DPS.
- 1.3 The Authority is using the standardised PAS91 form of PQQ issued by the BSI Standards Limited as the basis for PQQ Responses, and these standardised questions are set out in Schedule 1.
- 1.4 This document sets out the scoring and evaluation methodology to be used by the Authority in evaluating the PQQ Questions. The methodology is designed to ensure that each Applicant receives equal and non-discriminatory treatment which is proportionate to the Contract and Service provision.
- 1.5 In order to be accepted onto the DPS, Applicants must:
 - Comply with all requirements of this PQQ, and provide all information and responses required.
 - Self-certify their organisations eligibility and suitability to participate in the procurement and fulfil the requirements.
 - Sign and fully complete the declaration contained within Annex C of the PQQ, and submit the response via the portal by the specified deadline.
 - Pass all of the sections as indicated in this PAS91 Construction Prequalification Questionnaire Evaluation Method.
 - Not be disqualified (where the Authority has an express right to disqualify an Applicant in accordance with the terms of this PQQ) ;(refer also to Schedule 1 Guidance Notes).
- 1.6 Only the successful Bidder(s) will be required to provide to the Authority, upon contract award, all necessary evidence in support of self-certification(s) made; and evidence (in relation to additional questions).
- 1.7 Evidence required in accordance with paragraph 1.6 should be provided to the Authority within the timeframe specified within the Invitation to Tender (ITT).
- 1.8 The evaluation criteria for this PQQ are based on non-financial factors in accordance with Regulations 57 and 58 of the 2015 Regulations.
- 1.9 The Authority may seek independent financial and other advice and information prior to the contract award stage.

- 1.10. The Authority may seek clarification from Applicants following submission of their PQQ Responses and take any response to such clarifications into account when evaluating the PQQ Responses.

2. PQQ ASSESSMENT

- 2.1 The PQQ is assessed as follows:
1. Pass/Fail criteria as set out in this Schedule 2
 2. Scoring Mechanism as set out in this Schedule 2
- 2.2 Applicants who fail on any Pass/Fail criteria will not be assessed under the Scoring Mechanism. The Scoring Mechanism will be used to shortlist applicants to be accepted onto the DPS.
- 2.3 The Scoring Mechanism for the PQQ is outlined below.

3. SCORING MECHANISM

- 3.1. 'Scored' Questions will be scored 0-5 in accordance with the table in Annex 1.
- 3.2. Applicants must score a minimum of 3 for each scored question to be accepted onto the DPS.
- 3.3. A score of 0, 1 or 2 will result in a fail.

Section 4.1: Core Questions

Table 1		
Supplier identity, key roles and contact information		
Question number(s)	Question	Guidance
C1-Q1 – C1-Q10	Company Information and Organisational Details	For information only
C1-Q2	Registered office address / website address	For information only
C1-Q3	Contact details for enquiries	For information only
C1-Q4	Registration number	For information only
C1-Q5	Charity registration number	For information only
C1-Q6	VAT registration number	For information only
C1-Q7	Name of immediate parent company	For information only
C1-Q8	Name of ultimate parent company	For information only
C1-Q9	Type of organisation	For information only
C1-Q10	Size of business	For information only
C1-Q11	Sheltered workshop/social business	Answer not required
C1-Q12	Official lists/national pre-qualification system	For information only
C1-C13	Form of Participation	For information only
C1-C14	Choice of Lot	Refer to paragraph 2.1 of Schedule 1 – Guidance

		Notes for Completion of PAS91 Construction PQQ
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Table 2		Financial information
Question number(s)	Question	Guidance
C2-Q1	Accounts	For information only
C2-Q2	Insurance statement and certificates	<p>Pass: If the applicant has all of the insurances in place.</p> <p>Pass: if the applicant does not have any of the insurances in place but is willing to obtain the relevant insurance if they are successful.</p> <p>Fail: If applicant does not have any one of the insurances in place and is not willing to obtain the relevant value in any of the insurances.</p>

Table 3		Business and professional standing
Question number(s)	Question	Guidance
C3-Q1 – C3-Q3	Not applicable	Do not complete

Table 4		Health and safety: policy and capability	
Question number(s)	Question	Response / Weighting	Guidance
C4-Q1	Exemptions and pertinent question selection	Tick as appropriate	For information only
C4-Q2	Are you able to show that you have a general policy and an organisation which is responsible for ensuring effective health and safety (H&S) management?	Scored	Refer to Annex 1 below for scoring details, unless exemption applies.
C4-Q3	Are you able to show your arrangements for ensuring that your H&S measures are effective in reducing/ preventing work-related incidents, occupational ill-health and accidents?	Scored	Refer to Annex 1 below for scoring details, unless exemption applies.
C4-Q4	Do you have ready access to competent H&S advice/assistance?	Scored	Refer to Annex 1 below for scoring details, unless exemption applies.
C4-Q5	Do you have a process for providing your employees/other workforce with training and other information	Scored	Refer to Annex 1 below for scoring

	appropriate to the activities that your organisation is likely to undertake?		details, unless exemption applies.
C4-Q6	Do your employees/other workforce have H&S and other relevant knowledge, experience and skills to carry out activities that your organisation is likely to undertake?	Scored	Refer to Annex 1 below for scoring details, unless exemption applies.
C4-Q7	Do you check, review and, where necessary, improve your H&S performance?	Scored	Refer to Annex 1 below for scoring details, unless exemption applies.
C4-Q8	Do you have procedures for involving your employees/other workforce in the planning and implementation of H&S measures?	Scored	Refer to Annex 1 below for scoring details, unless exemption applies.
C4-Q9	Do you routinely record and review accidents/incidents and undertake follow-up action?	Scored	Refer to Annex 1 below for scoring details, unless exemption applies.
C4-Q10	Do you have arrangements for ensuring that your suppliers also apply H&S measures that are appropriate to the activities that your organisation is likely to undertake?	Scored	Refer to Annex 1 below for scoring details, unless exemption applies.
C4-Q11	Do you operate a process of risk assessment, capable of supporting safe systems of work?	Scored	Refer to Annex 1 below for scoring details, unless exemption applies.
C4-Q12	CDM duty holder related question selection	Yes/No	Tick as appropriate
C4-Q13	Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?	Scored	Refer to Annex 1 below for scoring details, unless N/A.
C4-Q14	Do you have arrangements for ensuring on-site welfare for your employees/other workforce?	Scored	Refer to Annex 1 below for scoring details, unless N/A.
C4-Q15	Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organisation?	Scored	Refer to Annex 1 below for scoring details, unless N/A.
C4-Q16	Do you review and develop your effectiveness in the contractor/principal contractor role?	Scored	Refer to Annex 1 below for scoring details, unless N/A.

C4-Q17	Do you implement arrangements to meet the 'principal contractor' duties under the Construction (Design and Management) Regulations 2015?	Scored	Refer to Annex 1 below for scoring details, unless N/A.
C4-Q18	Do you implement arrangements to meet the 'designer' duties under the Construction (Design and Management) Regulations 2015?	Scored	Refer to Annex 1 below for scoring details, unless N/A.
C4-Q19	Do you review and monitor your design performance, notably in relation to H&S?	Scored	Refer to Annex 1 below for scoring details, unless N/A.
C4-Q20	Do you implement arrangements to meet the "principal designer" duties under the Construction (Design and Management) Regulations 2015?	Scored	Refer to Annex 1 below for scoring details, unless N/A.
C4-Q21	Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organisation?	Scored	Refer to Annex 1 below for scoring details, unless N/A.
C4-Q22	Do you review and develop your effectiveness in the principal designer role?	Scored	Refer to Annex 1 below for scoring details, unless N/A.

Table 5 Equal opportunity and diversity policy and capability			
Question number(s)	Question	Response / Weighting	Guidance
O1-Q1	As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?	Scored	Refer to Annex 1 below for scoring details.
O1-Q2	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	Yes/No	Yes = pass; No = fail
O1-Q3	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?	Yes/No	No = pass; Yes = further information required; self-cleaning details required in O1-Q8. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O1-Q4	In the last three years, has your organisation been subject to a compliance action by the Equality	Yes/No	No = pass; Yes = further information required; self-cleaning

	and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?		details required in O1-Q8. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O1-Q5	In the last three years, has your organisation been found in breach of section 15 of the Immigration, Asylum and Nationality Act 2006?	Yes/No	No = pass; Yes = further information required; self-cleaning details required in O1-Q8. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O1-Q6	In the last three years, has your organisation been found in breach of section 21 of the Immigration, Asylum and Nationality Act 2006?	Yes/No	No = pass; Yes = further information required; self-cleaning details required in O1-Q8. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O1-Q7	In the last three years, has your organisation been found to be in breach of the National Minimum Wage Act 1998?	Yes/No	No = pass; Yes = further information required; self-cleaning details required in O1-Q8. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O1-Q8	If the answer to any of questions 3 to 7 is “yes”, what steps did your organisation take as a result of that finding or investigation?	Pass/Fail	Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.
O1-Q9	Does your organisation operate appropriate arrangements to ensure that equality and diversity is embedded within your organisation?	Pass/Fail	Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.
O1-Q10-1 O1-Q10-2 O1-Q10-3	Do you actively promote good practice in terms of eliminating discrimination in all forms	Scored	Refer to Annex 1 below for scoring details.

Table 6		
Environmental management policy and capability		
Question number(s)	Question	Guidance
O2-Q1 - O2-Q6	Not applicable	Do not complete

Table 7		
Quality management policy and capability		
Question number(s)	Question	Guidance
O3-Q1 – O3-Q6	Not applicable	Do not complete

Table 8		
Building information modelling (BIM), policy and capability		
Question number(s)	Question	Guidance
O4-Q1 – O4-Q5	Not applicable	Do not complete

Table 9			
ESPD option, Grounds for mandatory exclusion and non-payment of tax and social security contributions (mandatory and discretionary exclusion)			
Question number(s)	Question	Response / Weighting	Guidance
C3-QP1	Have you submitted a completed European Single Procurement Document (ESPD)?	Yes/No	Yes = proceed to Table 13; No = complete Table 9 & 10
O3-QP2	Within the past five years, anywhere in the world, have you, your organisation or any person who has powers of representation, decision or control in the organisation been convicted of any of the offences within the summary (C3-QP2-1 to C3-QP2-8) below, and listed on the referenced webpage?		
O3-QP2-1	Participation in a criminal organisation	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP2-9 & C3-QP2-10. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP2-2	Corruption	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP2-9 & C3-QP2-10. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP2-3	Fraud	Yes/No	No = pass; Yes = further information

			required; self-cleaning details required in C3-QP2-9 & C3-QP2-10. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP2-4	Terrorist offences or offences linked to terrorist activities	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP2-9 & C3-QP2-10. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP2-5	Money laundering or terrorist financing	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP2-9 & C3-QP2-10. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP2-6	Child labour and other forms of trafficking human beings	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP2-9 & C3-QP2-10. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP2-7	Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP2-9 & C3-QP2-10. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP2-8	Any other offence within the meaning of Article 57(1) of the Directive created after 26th	Yes/No	No = pass; Yes = further information required; self-cleaning

	February 2015 in England, Wales or Northern Ireland.		details required in C3-QP2-9 & C3-QP2-10. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP2-9	<p>If you have answered yes to any of questions C3-QP2-1 to C3-QP2-8, provide further details for each such question, including:</p> <ul style="list-style-type: none"> • date of conviction and the jurisdiction; • which of the grounds listed the conviction was for; • the reasons for conviction; • the identity of who has been convicted. <p>If the relevant documentation is available electronically, provide:</p> <ul style="list-style-type: none"> • the web address; • issuing authority; • precise reference of the documents. 	Pass/Fail	Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP2-10	If you have answered Yes to any of the questions C3-QP2-1 to C3-QP2-8, explain, for each such question, what measures have been taken to demonstrate the reliability of the organisation despite the existence of relevant grounds for exclusion (self-cleaning - see Regulation 57 (13 to 17) of the Public Contracts Regulations 2015).	Pass/Fail	Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP3-1	Has your organisation met all its obligations relating to the payment of taxes or social security contributions, both in the UK and in the country in which the organisation is established (if outside the UK)?	Yes/No	Yes = pass; No = further information required; self-cleaning details required in C3-QP3-4. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP3-2	If you responded “No” for question C3-QP3-1, was this through a judicial or administrative decision having final and binding effect?	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP3-4. (Refer to paragraph 14 of Schedule 1 – Guidance

			Notes for Completion of PAS91 Construction PQQ.)
O3-QP3-3	Have any tax returns submitted on or after 1 October 2012 been found to be incorrect as a result of:		
O3-QP3-3(a)	<ul style="list-style-type: none"> • HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; 	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP3-4. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP3-3(b)	<ul style="list-style-type: none"> • a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle; or 	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP3-4. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP3-3(c)	<ul style="list-style-type: none"> • a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS), VADR (Schedule 11A to the Value Added Tax Act 1994 (as amended by Schedule 1 to the Finance (no. 2) Act 2005) or any equivalent or similar regime in a jurisdiction in which the supplier is established. 	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP3-4. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP3-4	<p>If you have answered No to C3-QP3-1 and/or Yes to any of questions C3-QP3-2 to C3-QP3-3(c), provide further details for each instance, including:</p> <ul style="list-style-type: none"> • whether you believe there to be any overriding reasons for nonpayment; • the country or state concerned; • the amount concerned; • details of the means for a No response to question C3-QP3-1 (if not included the response to C3-QP3-2 or C3-QP3-3(a) (b) or (c)); 	Pass/Fail	Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.

	<ul style="list-style-type: none"> • the date of the conviction or decision (if applicable); • in case of a conviction, insofar as established directly therein, the length of the period of exclusion; • whether you have paid, or have entered into a binding arrangement with a view to paying, “the taxes or social security contributions due” including where applicable any interest accrued and/or fines; and • if the relevant documentation is available electronically indicate the web address, issuing authority or body and precise reference of the document. 		
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Table 10 Public Sector procurement: grounds for discretionary exclusion			
Question number(s)	Question	Response / Weighting	Guidance
O3-QP4	Within the past three years, anywhere in the world, have any of the situations identified in C3- QP4-1 to C3-QP4-8(e) below applied, to you or your organisation.		
O3-QP4-1	Breach of obligations in the field of environment, social and/or labour law.	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP4-9. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-2	Bankruptcy, insolvency	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP4-9. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-3	Guilty of grave professional misconduct	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP4-9. (Refer to paragraph 14 of

			Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-4	Distortion of competition	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP4-9. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-5	Aware of any conflict of interest	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP4-9. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-6	Been involved in the preparation of the procurement procedure	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP4-9. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-7	Performance deficiencies on a previous contract leading to early termination, damages or other sanctions	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP4-9. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-8	Misrepresentation and undue influence Do any of the following statements apply to your organisation?		
O3-QP4-8(a)	The organisation is guilty of serious misrepresentation in supplying the	Yes/No	No = pass; Yes = further information required; self-cleaning

	information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.		details required in C3-QP4-9. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-8(b)	The organisation has withheld such information.	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP4-9. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-8(c)	The organisation is not able to submit supporting documents required under Regulation 59 of the Public Contracts Regulations 2015.	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP4-9. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-8(d)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure.	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP4-9. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-8(e)	The organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes/No	No = pass; Yes = further information required; self-cleaning details required in C3-QP4-9. (Refer to paragraph 14 of Schedule 1 – Guidance Notes for Completion of PAS91 Construction PQQ.)
O3-QP4-9	If you have answered Yes to any of questions C3- QP4-1 to C3-QP4-8(e), provide <ul style="list-style-type: none"> • details of the circumstances; 	Pass/Fail	Refer to paragraph 14 of Schedule 1 – Guidance Notes for

	<ul style="list-style-type: none"> • explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self cleaning - see Regulation 57 (13 to 17) of the Public Contracts Regulations 2015); • if relevant documentation is available electronically, indicate the web address, issuing authority or body and precise reference of the document. 		Completion of PAS91 Construction PQQ.
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Table 11		
Defence and Security Public Contract Regulations 2011 Part 4 Regulation 23(1) – Mandatory exclusion		
Question number(s)	Question	Guidance
C3-QD1-1(a) – C3-QD-1(l)	Not applicable	Do not complete

Table 12		
Defence and Security Public Contract Regulations 2011 Regulation 23(4) – Discretionary exclusion		
Question number(s)	Question	Guidance
C3-QD2	Not applicable	Do not complete

Table 13			
Supplementary/additional questions including in respect of organisational technical and/or professional capability			
Question number(s)	Question	Response / Weighting	Guidance
S1-Q1	Do you and/or your company have the technical ability to carry out the activities that are the subject of this prequalification questionnaire?	Yes/No Scored	No = 0 points; Yes = Refer to Annex 1 below for scoring details.
S1-Q2	Have you and/or your company carried out activities of the same or similar nature to that which is the subject of this prequalification questionnaire?	Yes/No Scored	No = 0 points; Yes = Refer to Annex 1 below for scoring details.
S1-Q3	Have you and/or your company provided supplies or services of the same or similar nature to that which is the subject of this prequalification questionnaire?	Not applicable	Do not complete
S1-Q4	Do you and/or your company have the necessary technical facilities to fabricate, supply and deliver the supplies and services that are the subject of this prequalification questionnaire?	Yes/No Scored	No = 0 points; Yes = Refer to Annex 1 below for scoring details.
S1-Q5	Do you and/or your company have the necessary numbers of staff to	Yes/No Scored	No = 0 points; Yes = Refer to Annex 1

	fabricate, supply and deliver the activities, supplies and/or services that are the subject of this prequalification questionnaire?		below for scoring details.
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Annex 1 - Scoring Matrix

Responses to 'Scored' Questions will be awarded in accordance with the table below and the criteria which most closely matches the quality of the response.

Score		Definition
5 (Very Good)	PASS	COMPLETELY MEETS THE REQUIREMENT The applicant's proposal is comprehensive and demonstrates that they fully understand the requirement. They have supplied clear, detailed information and the evidence is unequivocal. The evaluation team is fully satisfied about the applicant's ability to meet the detailed criteria.
4 (Good)	PASS	MEETS THE REQUIREMENT The applicant has demonstrated a good understanding of the requirement. The evidence is clear and convincing with minor reservation(s).
3 (Satisfactory)	PASS	MOSTLY MEETS THE REQUIREMENT BUT FAILS IN PARTS The applicant has demonstrated a reasonable understanding of the requirement in most areas with reservation in one key area. The evidence is fairly clear and convincing.
2 (Poor)	FAIL	MOSTLY FAILS TO MEET THE REQUIREMENT In the majority of the key areas the evidence is unclear and unconvincing. The overall response casts doubt on the applicant's ability to deliver the full requirement of the service.
1 (Very Poor)	FAIL	SIGNIFICANTLY FAILS TO MEET THE REQUIREMENT In virtually all key areas, or in one of the major areas, there is a lack of convincing evidence which casts serious doubt about the applicant's understanding of the requirement.
0 (No response or irrelevant response)	FAIL	TOTALLY FAILS TO MEET ANY OF THE REQUIREMENTS OR FAILS TO PROVIDE A RESPONSE No response provided or totally fails to address the requirement.

Each submission will be marked separately, by members of the evaluation panel. The answers will be evaluated based on the relevant responses to the specific questions relating to the Standard Section Questionnaire requirements. A moderation process will then be followed to arrive at a consensus score.