**Cheshire East Borough Council**

**INVITATION TO TENDER (ITT)**

### OPEN PROCEDURE RESPONSE DOCUMENT

**CONTRACT FOR THE PROVISION OF A BUILDING INTEGRATED GROUND MOUNTED SOLAR PV SCHEME**

**PERIOD: 3 YEARS**

**With 1 x 24 months option to extend**

**Please read this in conjunction with the ITT Guidance Document.**

**CHEST REF: DN565658**

### PROCUREMENT REF: 19 092

|  |  |
| --- | --- |
| Name of Tenderer: |  |

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**of the Council**

**Version 22**

**CHECKLIST FOR TENDERERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Tender?** |
|  | Form of Tender |  |
|  | Certificate of non-collusion and non-canvassing |  |
|  | SQ - Selection Questionnaire |  |
|  | ITT Pricing Schedule |  |
|  | ITT Qualitative Evaluation Questions |  |
|  | Compliance with Specification & Scope of requirements |  |

**CONTRACT FOR THE PROVISION OF A BUILDING INTEGRATED GROUND MOUNTED SOLAR PV SCHEME**

**Period: 3 years with the option to extend by 24 months**

**SCHEDULE 1 - FORM OF TENDER**

FORM OF TENDER

To: Cheshire East Borough Council

(Via ‘The Chest’)

For the Attention of **Victoria Adjekum**

Date:

Dear Sir/Madam,

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe ITT.
2. The completed Pricing Schedule.
3. A signed Certificate of Non Collusive Tendering and non-Canvassing.

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the total costs of (excluding VAT) submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 120 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by

Name(s)

Position

for and on behalf of [ Insert Company Name ]

Full registered business / name and registered company address of the Tenderer

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**CONTRACT FOR THE PROVISION OF A BUILDING INTEGRATED GROUND MOUNTED SOLAR PV SCHEME**

**Period: 3 Years with the option to extend by 24 months**

**SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND**

**NON-CANVASSING**

To: Cheshire East Borough Council

(Via ‘The Chest’)

Date:

For the Attention of: **Victoria Adjekum**

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
        2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
        3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.
        4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

http://www.legislation.gov.uk/ukpga/2010/23/contents

I/we agree that there is a requirement to disclose and declare any direct or indirect

financial or non financial interest in an organisation, company, or other body that is

doing business with, or has dealings with, the council and where this may affect

and/or could bring about a conflict with the Council’s interest.

I/we should notify this to the Council and that failure to disclose or declare such an

interest could result in the contract being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed

Name:

Position

For and on behalf of **[Tenderer]**

*(End of Schedule 2)*

# Schedule 3 - Standard Selection Questionnaire

|  |
| --- |
| **NOTE TO ORGANISATION:**  The questions in Part 1 of this Standard Selection Questionnaire will not be assessed but they must still be answered in full.  **Please answer each question in full without cross referencing any information given in response to another question. Any cross reference to information given in another answer will not be taken into consideration.**  Save for the questions which are marked ‘for information only’, all other questions in this SQ will be marked on a PASS/FAIL basis and your answers will be assessed as described in the Guidance Document. Any Supplier who fails a question marked as PASS/FAIL, the Council reserves the right to reject that Supplier from participating any further in this procurement.  **Consortia Bids**  If the potential supplier is bidding on behalf of a group, for example, a consortium, or intends to use sub-contractors, there are different actions required for completion of Part 3 of the standard Selection Questionnaire compared to Part 1 and Part 2.  The consortium lead should complete all of the questions on behalf of the consortium and/or any sub-contractors. The consortium lead should make it clear who the lead member of the group is, and who will be contractually responsible for delivery of the contract.  All members of the group are required to provide the information required in Part 3 of the standard Selection Questionnaire or procurement documents, as part of a single composite response (unless the question specifically directs otherwise). We may require members of the group to assume a specific legal form if awarded the contract, if considered necessary for the satisfactory performance of the contract. Where the group is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV) or consortium, they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity. They should also provide the name for the new entity and details of its legal and operational structure. An SPV is a legal entity that is formed to perform a specific contract.  Consortium arrangements may be subject to future changes and any updates to the bidding model should be provided to the contracting authority so that a further assessment can be carried out (by applying the selection criteria to the new information provided). The contracting authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information. |

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**CONTRACT FOR THE PROVISION OF A BUILDING INTEGRATED GROUND MOUNTED SOLAR PV SCHEME**

**Period: 3 years with the option to extend by 24 months**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. *All sub-contractors are required to complete Part 1 and Part 2[[2]](#footnote-2).*
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.**Part 1: Potential supplier Information**

***This Section is for Information Only***

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes  No  N/A |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes  No |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-3)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[4]](#footnote-4)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[5]](#footnote-5)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes  No  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes  No |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion  *(This question is to be scored on a pass/fail basis.)* | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes  No  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes  No  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes  No  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning) | Yes  No |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes  No |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |
| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion  *(This question is to be scored on a pass/fail basis.)* | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes  No  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes  No  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes  No  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes  No  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes  No  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes  No  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes  No  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  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, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**

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| --- | --- | --- | --- |
| **Section 4** | **Economic and Financial Standing**  *(This question is to be scored on a pass/fail basis.)* | | |
|  | Question | Response | |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide one of the following: answer with Y/N in the relevant box. | | Yes  No |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | Yes  No |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes  No |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | Yes  No |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 5 | **If you have indicated in the Selection Questionnaire question 1.1(o) and/or 1.1(p) that you are part of a wider group, please provide further details below:**  *(This question is to be scored on a pass/fail basis.)* | | |
| **Name of organisation** | | |  |
| **Relationship to the Supplier completing these questions** | | |  |
| **5.1** | | Are you able to provide parent company accounts if requested to at a later stage? | Yes  No |
| **5.2** | | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes  No |
| **5.3** | | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes  No |
|  | | **Evaluation Methodology for Section 4 and 5**  Suppliers failing to provide the requested information will fail this question and not be considered further. |  |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability**  *(This section will be scored on a pass/fail basis)* |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) | |
|  |  | |
| **6.3** | | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. | |
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|  | | **Evaluation Methodology of Question 6.1**  Question 6.1 is a Pass/Fail test in relation to demonstrating minimum standards of Technical and Professional Ability for:  Designing, Building, Operating and Maintaining a solar farm with a peak capacity higher than >3MWp  The Council reserves the right to reject Tenderers which fail to satisfy the minimum relevant experience requirements.  In order to pass, the Tenderer must demonstrate:   * At least two contracts delivered in the past 3 years under the Design, Build, Operation and Maintenance (DBOM) for Ground Mounted Solar Farm, exceeding maximum generating power of 3MWp characteristics:   + At least **One** of the examples must relate to a contract where electricity generation was grid connected * or demonstrate equivalent experience or capability within your organisation in your response to Question 6.3. | |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[6]](#footnote-6)**  ***This question is to be scored on a pass/fail basis.*** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes  N/A |
| **7.2** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes  Please provide relevant the url …  No  Please provide an explanation |

**8 Additional SQ modules**

**8) - Project specific questions to assess Technical and Professional Ability**

*Section* ***8*** *will be marked on* ***a pass/fail*** *basis.*

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

**Introduction**

These are further project specific questions relating to the technical and professional ability of the supplier. Please ensure you responses are in 12pt Arial.

Cross Referencing is not deemed a valid response by the Council.

Please indicate your answer by marking ‘X’ in the relevant boxes where necessary and enter responses to questions in the fields provided.

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| **Section 8** | **Additional Questions** | |
| **8.1** | **Insurance**  ***(This question is to be scored on a pass/fail basis.)*** | |
| **8.1.A** | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:   1. **Employer’s Liability Insurance\*** = £10million.  Is required in respect of each and every claim. 2. **Public Liability Insurance** = £5 million Is required in respect of each and every claim. 3. **Professional Indemnity Insurance** = £1million. Is required in respect of each and every claim. 4. **Contractor’s All Risks Insurance** = £4 million   *\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders* | **Yes**  **No** |

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| **8.2** | **Compliance with equality legislation**  ***(This question is to be scored on a pass/fail basis.)*** | |
| ***For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.*** | | |
| **8.2(a)** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes  No |
| **8.2(b)** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “**YES**” to one or both of the questions in this module, please provide a summary using the field below to confirm the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, again, please use the field below to explain what action (if any) you have taken to prevent unlawful Discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring, in relation to this section. | Yes  No |
|  | *If answered YES to question 8.2(a) or 8.2(b) please detail;*  *Response:* |  |
| **8.2(c)** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No |

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| **Section 8** | **Additional Questions** | |
| ***8.3*** | **DATA SECURITY** | |
|  | Bidders are required to complete the questionnaire **APPENDIX 9 – ICO DATA SECURITY QUESTIONNAIRE**+ ICO checklist  Please confirm completion of **APPENDIX 9 – ICO DATA SECURITY QUESTIONNAIRE** and that you have attached the checklist  *Please note that if you plan to sub-contract or partner with another organisation to deliver any part of your data security requirements then it may be necessary for sub-contract or partner organisation(s) to also complete the ICT security questions at* ***APPENDIX 9 – ICO DATA SECURITY QUESTIONNAIRE.*** | Yes  No |

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| **Section 8** | **Additional Questions** | |
| **8.4** | **Accreditations**  ***(This question is to be scored on a pass/fail basis.)*** | |
| **8.4.A** | All Electrical Installers must be registered with NICEIC, ECA or an equivalent professional body to undertake electrical work/services. This also applies to any subcontractors who may be used in connection with this Contract.  Please confirm that you can meet this contractual requirement. Please note that evidence will be requested prior to an award decision. | **Yes**  **No** |
| **8.4.B** | All ICP Contractors will require approval under the National Electricity Registration Scheme (NERS).  Please confirm that you could/can meet this contractual requirement.  Please note that evidence will be requested prior to an award decision. | **Yes**  **No** |

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| **Section 8** | **Additional Questions** | |
| **8.5** | **Key Personnel**  ***(This question is to be scored on a pass/fail basis.)*** | |
| **8.5.1.a** | Do you and/or your company have the necessary numbers of staff to fabricate, supply and deliver the activities, supplies and/or services that are the subject of this preselection questionnaire? | **Yes**  **No** |
| **8.5.1.b** | Notwithstanding this question may relate to meeting the needs of this procurement, the response should provide current/historic information only and not future staffing.  Please provide a statement of the average annual number of managerial staff and other workforce over the previous three years. |  |
|  | Response: |  |
| **8.5.2.a** | 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 preselection questionnaire? | **Yes**  **No** |
| **8.5.2.b** | Notwithstanding this question may relate to meeting the needs of this procurement, the response should provide current/historic information only and not future staffing.  Please provide a statement of the professional qualifications of you and/or other members of staff/workforce within your company who will be responsible for carrying out the activities that are the subject of this procurement. |  |
|  | Response: |  |
|  | **Evaluation Methodology of Questions in section 8.5**  Suppliers are required to have a strong team consisting of at least one Project Manager with three years experience of managing the design and construction of solar farms over >1MWp and they must possess a relevant undergraduate degree.  Suppliers should also evidence at least one Design Engineer who must be from a professional background related to civil engineering, mechanics or electrical works and have experience working on the construction of solar farms over >1MWp.  Responses that do not provide all of the required information requested will fail this question. |  |

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| **8.6** | **Health and safety policy and capability**  ***(EACH individual question is to be scored on a pass/fail basis.)*** |
| The following health and safety questions follow the PAS 91:2013+A1:2017 questions for Core Question Module C4.  Question numbers in the left hand column are the PAS 91 question numbers.  **General health and safety: policy and capability; questions C4-Q2 to C4-Q11**  Where you have not claimed an exemption under C4-Q1 to these questions your response to each question will need to demonstrate that you have the required processes and procedures embedded within your organisation and provide evidence that these processes and procedures are followed.  **CDM Duty Holder Roles; questions C4-Q13 to C4-Q22**  Where you have not claimed an exemption under C4-Q1 to these questions your response to each question will need to demonstrate that you have the required processes and procedures embedded within your organisation and provide evidence that these processes and procedures are followed.  If you have requested an exemption to any of the CDM duty holder roles as described within question C4-Q1, the evidence to support your exemption must clearly identify the CDM duty holder role(s) you are claiming an exemption for. | |

| **Q Ref** | **Exemptions and pertinent question selection** | **Exemption(s) claimed: Please tick i and /or ii for C4-Q1-1a, b and /or c, as appropriate, and for i, also state the CDM duty holder role(s) for which exemption is claimed** | |
| --- | --- | --- | --- |
| **C4-Q1** | In the circumstances set out in **C4-Q1-1a)** to **C4- Q1-1c)**, if your organization meets the relevant criteria in respect of exemption categories i) and/or ii) below:   1. one or more of the following CDM duty holder roles: contractor, principal contractor, designer, principal designer; 2. general health and safety: policy and capability;   and you can provide the supporting information to evidence this, the following exemptions apply:   * for an exemption under i) or ii) above: questions **C4-Q2** to **C4-Q11** need not be completed * for an exemption under i) above questions **C4-Q13** to **C4-Q22** also need not be completed in respect of the role(s) identified.   If you are not claiming an exemption, please move to question **C4-Q2**.  However, if you are claiming exemption(s), but such exemption(s) does not cover all the categories/roles relevant to your application, please:   * complete questions **C4-Q13** to **C4-Q22** in respect of each relevant category/role not covered by an exemption; and * provide any additional information required for **C4-Q2** to **C4-Q11** in respect of relevant categories/ roles that are not covered by an exemption.\*   *NOTE \*Additional information to that relevant to the exemption(s) claimed could be required to demonstrate satisfactory organization and arrangements appropriate to the categories/ roles not covered by such exemption(s).* | | |
| **Circumstances of exemption** | | |
|  | **C4-Q1-1a)** You have, within the last twelve months, successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process is equivalent to that of PAS 91. | | For i) ….  CDM duty holder role(s) claimed.  ……………………………………..  For ii) …. | |
|  | **C4-Q1-1b)** You have, within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum. | | For i) ….  CDM duty holder role(s) claimed.  ……………………………………..  For ii) …. | |
|  | **C4-Q1-1c)** You hold a certificate of compliance with BS OHSAS 18001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard, e.g. accredited by UKAS.\* | | For i) ….  CDM duty holder role(s) claimed.  ……………………………………..  For ii) …. | |
|  | \* In C4-Q1-1c), accredited means having undergone third-party attestation by an organization that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements. | | | |
|  | **Response and reference to uploaded documents where applicable:** | | | |

| **Q Ref** | **Question** | **Yes** | **No** |
| --- | --- | --- | --- |
| **C4-Q2** | **Are you able to show that you have a general policy and an organization which is responsible for ensuring effective health and safety (H&S) management?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Evidence of periodically reviewed general H&S policy, signed and dated by a senior person within the organization. The H&S policy should also contain the organization and arrangements. These should be relevant to the anticipated nature and scale of activity to be undertaken, and set out responsibilities for H&S management at all levels in the organization. (NOTE: If a supplier has fewer than five employees it is not legally required to write down its general policy, organization or arrangements. However, it does need to be able to show that its arrangements are adequate in relation to the type of activity likely to be undertaken.) | | |
|  | **Response and reference to uploaded documents:** | | |
| **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?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken, and how these arrangements are communicated to workers. (NOTE: If a supplier has fewer than five employees it is not legally required to write down its general policy, organization or arrangements. However, it does need to be able to show that its arrangements are adequate in relation to the type of activity likely to be undertaken.) | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q4** | **Do you have ready access to competent H&S advice/assistance?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Evidence of how your organization has ready access to competent H&S advice, for both general health and safety and, for CDM duty holders, construction-related health and safety. (Access to competent inhouse advice, in whole or part, is usually preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that, for CDM duty holders (from the same source or elsewhere) advice on relevant construction H&S issues is accessible as required.) | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q5** | **Do you have a process for providing your employees/other workforce with training and other information appropriate to the activities that your organization is likely to undertake?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Evidence that your organization implements relevant training arrangements to ensure that employees/other workforce have sufficient skills and understanding to discharge their various duties. This should include refresher training on relevant good H&S practice. | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q6** | **Do your employees/other workforce have H&S and other relevant knowledge, experience and skills to carry out activities that your organization is likely to undertake?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Evidence that your employees/other workforce have suitable knowledge, experience and skills for the activities assigned to them, unless there are specific situations where they need to work under competent control and/or supervision (e.g. apprentices and other trainees). | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q7** | **Do you check, review and, where necessary, improve your H&S performance?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Evidence that your organization has an effective, ongoing system for monitoring H&S procedures, and for periodically reviewing and updating that system as necessary. | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q8** | **Do you have procedures for involving your employees/other workforce in the planning and implementation of H&S measures?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Evidence that your organization implements a means of consulting with its employees/other workforce on H&S matters and how comments, concerns or complaints submitted by employees/other workforce are taken into account. | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q9** | **Do you routinely record and review accidents/incidents and undertake follow-up action?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Evidence that your organization maintains records of all RIDDOR reportable (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and other incidents for at least the last three years. Evidence that your organization has an effective system for reviewing significant incidents, and recording any resulting action taken (including your response to any H&S enforcement activity). | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q10** | **Do you have arrangements for ensuring that your suppliers also apply H&S measures that are appropriate to the activities that your organization is likely to undertake?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Evidence that your organization implements arrangements for ensuring and monitoring H&S skills, knowledge and experience, and performance, throughout your entire supply chain, appropriate to the work likely to be undertaken. If you do not employ subcontractors then please state this. | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q11** | **Do you operate a process of risk assessment, capable of supporting safe systems of work?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Evidence that your organization implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work (“method statements”). Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken. (NOTE: If a supplier has fewer than five employees it is not legally required to write down its general policy, organization or arrangements. However, it does need to be able to show that its arrangements are adequate in relation to the type of activity likely to be undertaken.)  ***NOTE*** *Risk assessments should focus on, and be proportionate to, the risks arising from the type of work to be undertaken. The need to reduce documentation requirements on microbusinesses in particular should be taken into account by buyers and assessment providers. Excessive bureaucracy associated with prequalification assessment can obscure the real H&S issues to be considered, and even divert effort away from them.* | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q12** | **CDM duty holder related question selection:**  No response required for **C4-Q12** | | |
| **C4-Q13** Contractor/ principal contractor | **Do you have arrangements for cooperating and co-ordinating your work with others (including other suppliers, notably contractors)?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Describe how co-operation and co-ordination of the work is achieved in practice, and how any other organizations are involved in drawing up method statements, etc. including response to emergency situations. This should include how input from your suppliers will be taken into account, and how external comments, including any concerns or complaints, will be responded to. This may include CPPs. | | |
|  | **Response** **and reference to uploaded documents:** | | |
| **C4-Q14** Contractor/ principal contractor | **Do you have arrangements for ensuring on-site welfare for your employees/other workforce?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Describe how you ensure suitable welfare facilities for your employees/other workforce are in place before starting work on site, whether provided by a site-specific arrangement with others, or your own measures. This may include CPPs. | | |
|  | **Response** **and reference to uploaded documents:** | | |
| **C4-Q15** Contractor/ principal contractor | **Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organization?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Examples of actual knowledge, skills and experience within your organization. This may include: NEBOSH Construction Certificate; membership of Association for Project Safety; membership of Institution of Construction Safety; SSSTS; SMSTS (e.g. provided in a skills matrix for key personnel) | | |
|  | **Response** **and reference to uploaded documents:** | | |
| **C4-Q16** | **Do you review and develop your effectiveness in the contractor/principal contractor role?** |  |  |
| Contractor/ principal contractor | **Example of the type of information in support of responses, which will be taken into account in assessment:** Evidence that your organization Implements an ongoing system for monitoring performance, including post-project review. | | |
|  | **Response** **and reference to uploaded documents:** | | |
| **C4-Q17**  Principal contractor | **Do you implement arrangements to meet the ‘principal contractor’ duties under the Construction (Design and Management) Regulations 2015?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Concise, practical examples, relevant and proportionate to the type of activity likely to be carried out, of how your organization meets the requirements of principal contractor. In particular, provide evidence of how you:  **C4–Q17-1** Plan, manage, monitor and coordinate H&S in the construction phase, including communication with the client, principal designer and contractors; **C4–Q17-2** Prepare, review and maintain CPPs; **C4–Q17-3** Organize cooperation between contractors and others, and coordinate the work; **C4–Q17-4** Ensure relevant and suitable site inductions; **C4–Q17-5** Provide information for the H&S file. | | |
|  | **Response** **and reference to uploaded documents:** | | |
| **C4-Q18**  Designer/ principal designer | **Do you implement arrangements to meet the ‘designer’ duties under the Construction (Design and Management) Regulations 2015?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:**  Evidence showing how you address **C4-Q18-1** to **C4-Q18-4** below.  Provide relevant examples showing how risk was reduced through design.  ***NOTE*** *Emphasis should be on practical, proportionate measures that address significant risks arising from designs for relevant construction, not on lengthy documentation about generic risks.*  **C4-Q18-1** Check that the client is aware of their duties  **C4-Q18-2** Ensure that you and your workforce have the necessary skills, knowledge and experience to discharge their legal duties under CDM 2015?  Provide relevant evidence of:   * your CPD programme and/ or examples of training and development plans (which may include inhouse training). * your relevant qualifications, e.g. membership of a professional institution such as CIAT; CIBSE; ICE or RIBA. * how you maintain your technical knowledge and understanding of construction design.   **C4-Q18-3** Ensure significant risks are eliminated by design, taking account of the principles of prevention and show how construction and lifecycle risks are eliminated or controlled (with reference to buildability, maintainability and use).  **C4-Q18-4** Effectively manage design changes, with regard to ensuring H&S during and post-completion. | | |
|  | **Response** **and reference to uploaded documents:** | | |
| **C4-Q19** Designer/ principal designer | **Do you review and monitor your design performance, notably in relation to H&S?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:** Evidence that your organization implements an ongoing system for monitoring H&S design procedures and for reviewing and updating that system as necessary, e.g. through project design review (during and post completion). | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q20** Principal designer | **Do you implement arrangements to meet the “principal designer” duties under the Construction (Design and Management) Regulations 2015?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:**  Concise, practical examples, relevant and proportionate to the type of activity likely to be carried out, of how your organization meets the requirements of principal designer. In particular, evidence of how you:  **C4-Q20-1** Help the client to meet its duties under CDM 2015  **C4-Q20-2** Gather, prepare, communicate and coordinate information, including design information, with other duty holders during the pre-construction phase  **C4-Q20-3** Plan, manage and monitor health and safety-related information, including design information, in the pre-construction phase of a project, with the aim of identifying, eliminating or controlling foreseeable risks;  **C4-Q20-4** Ensure designers carry out their duties, including oversight and co-ordination within the design team and with other designers/contractors;  **C4-Q20-5** Liaise with the principal contractor;  **C4-Q20-6** Prepare and provide relevant information to other duty holders, including the H&S file. | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q21** Principal designer | **Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organization?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:**  Examples of actual skills, knowledge and experience. This may include validated CPD, and typical additional qualifications.  For example, a member of the registers administered by the Association for Project Safety or the Institution of Construction Safety (formerly known as the CDM co-ordinator’s register), or the ICE construction health and safety register. | | |
|  | **Response and reference to uploaded documents:** | | |
| **C4-Q22** Principal designer | **Do you review and develop your effectiveness in the principal designer role?** |  |  |
|  | **Example of the type of information in support of responses, which will be taken into account in assessment:**  Evidence that your organization implements, an ongoing system for monitoring performance, including post-project review. | | |
|  | **Response** **and reference to uploaded documents:** | | |

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| **8.7** | **Environmental management policy and capability**  ***(This section will be scored on a pass/fail basis)*** |
| The following environmental management questions follow the PAS 91:2013+A1:2017 questions for Core Question Module O2.  Question numbers in the left hand column are the PAS 91 question numbers. | |

| **Q Ref** | **Exemption** | **Exemption claimed** | |
| --- | --- | --- | --- |
| **Yes** | **No** |
| **O2-Q1** | **The questions in this module need not be completed if your organization holds a certificate of compliance with BS EN ISO 14001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard \*, e.g. accredited by UKAS, or you have a valid EMAS certificate, and can provide information to evidence this.** |  |  |
|  | NOTE EMAS is the European Eco-management and Audit Scheme, sponsored by the European Commission (see <https://ec.europa.eu/environment/emas/index_en.htm>) | | |
|  | \* In O2-Q1, accredited means having undergone third-party attestation by an organization that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements. | | |
|  | **Response and reference to uploaded documents where applicable:** | | |

| **Q Ref** | **Question** | **Yes** | **No** |
| --- | --- | --- | --- |
| **O2-Q2** | **Do you have a documented policy and organization for the management of construction-related environmental issues?** |  |  |
|  | **Description of information in support of response, which will be taken into account in assessment:** Evidence that you or your organization has an environmental management policy authorized by the chief executive or equivalent that is regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organization. | | |
|  | **Response and reference to uploaded documents:** | | |
| **O2-Q3** | **Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?** |  |  |
|  | **Description of information in support of response, which will be taken into account in assessment:** Evidence that your organization’s environmental policy implementation plan provides information as to how the company aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to employees/other workforce, in relation to environmental matters including:   * sustainable materials procurement; * waste management; * energy management.   This should include the arrangements for responding to, monitoring and recording environmental incidents, emergencies and complaints. | | |
|  | **Response and reference to uploaded documents:** | | |
| **O2-Q4** | **Do you have arrangements for providing employees who will engage in construction, with training and information on construction-related environmental issues?** |  |  |
|  | **Description of information in support of response, which will be taken into account in assessment:** Evidence that your organization has in place, and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties.  This should include a programme of refresher training that will keep employees/other workforce updated on relevant legal requirements and good environmental management practice. | | |
|  | **Response and reference to uploaded documents:** | | |
| **O2-Q5** | **Do you check, review and where necessary improve your environmental management performance?** |  |  |
|  | **Description of information in support of response, which will be taken into account in assessment:** Evidence that your organization has a system for monitoring environmental management procedures on an ongoing basis and for updating them at periodic interval. | | |
|  | **Response and reference to uploaded documents:** | | |
| **O2-Q6** | **Do you have arrangements for ensuring that any suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged?** |  |  |
|  | **Description of information in support of response, which will be taken into account in assessment:** Evidence that your organization has procedures for monitoring supplier’s environmental management arrangements and ensuring that environmental performance appropriate for the activity to be undertaken is delivered throughout the whole of your organizations supply chain. | | |
|  | **Response and reference to uploaded documents:**  (Please state “Not Applicable” where you do not use sub-consultants/suppliers). | | |

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| **8.8** | **Quality Management Policy and Capability**  ***(This section will be scored on a pass/fail basis)*** |
| The following quality management questions follow the PAS 91:2013+A1:2017 questions for Core Question Module O3.  Question numbers in the left hand column are the PAS 91 question numbers. | |

| **Q Ref** | **Exemption** | **Exemption claimed** | |
| --- | --- | --- | --- |
| **Yes** | **No** |
| **O3-Q1** | **The questions O3-Q2 to O3-Q6, need not be completed if your organization holds a certificate of compliance with BS EN ISO 9001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard \* e.g. accredited by UKAS, and can provide information to evidence this.** |  |  |
|  | \* In O3-Q1, accredited means having undergone third-party attestation by an organization that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements. | | |
|  | **Response and reference to uploaded documents where applicable:** | | |

| **Q Ref** | **Question** | **Yes** | **No** |
| --- | --- | --- | --- |
| **O3-Q2** | **Do you have a policy and organization for quality management?** |  |  |
|  | **Description of information in support of response, which will be taken into account in assessment:** Evidence that your organization has and implements a quality management policy that is authorized by the chief executive or equivalent that is periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organization. | | |
|  | **Response and reference to uploaded documents:** | | |
| **O3-Q3** | **Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing/preventing incidents of sub-standard delivery?** |  |  |
|  | **Description of information in support of response, which will be taken into account in assessment:** Evidence that your organization keeps copies of documentation setting out quality management organization and procedures that meet currently agreed good practice. These should include the arrangements for quality management throughout the organization. They should set out how the company will carry out its policy, with a clear indication of how the arrangements are communicated to employees/other workforce. | | |
|  | **Response and reference to uploaded documents:** | | |
| **O3-Q4** | **Do you have arrangements for providing your workforce with quality-related training and information appropriate to the type of work for which your organization is likely to bid?** |  |  |
|  | **Description of information in support of response, which will be taken into account in assessment:** Evidence that your organization has in place and implements, training arrangements to ensure that its employees/other workforce has sufficient skills and understanding to discharge their various responsibilities.  These arrangements should include a programme of training that will keep employees/other workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and training records. | | |
|  | **Response and reference to uploaded documents:** | | |
| **O3-Q5** | **Do you have procedures for periodically reviewing, correcting and improving quality performance?** |  |  |
|  | **Description of information in support of response, which will be taken into account in assessment:** Evidence that your organization has a system for monitoring quality management procedures on an ongoing basis. Your organization should be able to provide evidence of systematic, periodic review and improvement of quality in respect of construction output and general performance. | | |
|  | **Response and reference to uploaded documents:** | | |
| **O3-Q6** | **Do you have arrangements for ensuring that your own suppliers apply quality management measures that are appropriate to the work for which they are being engaged?** |  |  |
|  | **Description of information in support of response, which will be taken into account in assessment:** Evidence that your organization has arrangements for monitoring supplier’s quality management arrangements and ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your organizations supply chain. | | |
|  | **Response and reference to uploaded documents:**  (Please state “Not Applicable” where you do not use sub-consultants/suppliers). | | |

**9 Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **9** | I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of...................... **(Insert name of supplier).**  I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.  I also declare that there is no conflict of interest in relation to the Authority’s requirement.  The following appendices form part of our submission; | | Yes  No |
| **Section ref of SQ** | | **Supplier Appendix number** | |
| *Enter here if necessary…* | | *Enter here if necessary…* | |
|  | |  | |
| **SQ completed by:** | | | |
| **9.1** | Name |  | |
| **9.2** | Role in Organisation |  | |
| **9.3** | Date |  | |
| **9.4** | Signature |  | |

*(End of Schedule 3 SQ)*

**CONTRACT FOR THE PROVISION OF** **A BUILDING INTEGRATED GROUND MOUNTED SOLAR PV SCHEME**

**Period: 3 Years with the option to extend by 24 months**

**SCHEDULE 4 – PRICING SCHEDULE**

**Pricing Schedule – 40% of total evaluation score**

Please complete **APPENDIX 10 – PRICING SCHEDULE** for your proposed charges for the provision of A Building Integrated Ground Mounted Solar PV Scheme. This should represent the full charges payable by Cheshire East Council for the **full term of 5 years** available under the contract including the extension period if taken. **No claim for additional payment will be considered for items that have not been specified. All prices should be stated in GBP Sterling (£) excluding VAT.**

Failure to provide a quote for any element of the pricing schedule will result in a score of zero and may result in disqualification from the tendering process if unable to meet all requirements.

Tenderers will also need to complete the Bill of Quantities tab and this should tally with the costings submitted in the pricing schedule. Failure to complete the Bill of Quantities or any part of the pricing schedule, or if there are significant discrepancies between the supporting information and final evaluated figure will result in a score of 0 for this section.

The Cost of the design and Build element should not exceed £3,500,000 or the tenderer will fail. The Council also reserves the right to exclude suppliers who are unable to provide a minimum of 3MWp.

*(End of Schedule 4)*

**CONTRACT FOR THE PROVISION OF A BUILDING INTEGRATED GROUND MOUNTED SOLAR PV SCHEME**

**SCHEDULE 5**

**ITT QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions – 60% of total evaluation score**

**Introduction**

**The Quality Questions in schedule 5** **will be marked on a mixture of PASS/FAIL and scored basis. Your answers will be assessed as described in the evaluation matrix in the Guidance Document.**

**Any Supplier who fails a question marked as PASS/FAIL, the Council reserves the right to reject that Supplier from participating any further in this procurement. The Council also reserves the right to reject bidders who score less than 2 for any question.**

Please ensure your response to each question does not exceed the word or page limit specified. Any part of your response which exceeds the word or page limit will not be taken into consideration by the Council. Please set out each answer in full rather than cross-referring to information provided in response to other questions. Any part of your response which is merely incorporated by reference will not be taken into account.

Notwithstanding the word or page limits noted, further supporting information (e.g. tables, organigrams, drawings, diagrams etc.) must be submitted as appendices clearly referencing the question number they are applicable to. Appendices not considered supporting information, i.e. they are considered part of the word or page limit, or not clearly referenced may not be considered for the evaluation of the tenderer’s submission.

Please ensure responses are in 12pt Arial.

|  |  |  |
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|  | | **Weighting** |
| **Q.1** | **Quality Control and Assurance Plan**  The Contractor must provide a Quality Control and Assurance Plan as part of its tender return in line with the requirements of the technical performance specification. | **PASS/FAIL**  Tenderers not providing a Quality Control and Assurance Plan that meets the requirements of the technical performance as a minimum will fail this question. |
| **Please confirm the Quality Control and Assurance Plan has been attached as part of your submission and confirm the name of the appendix in the box below.** | | |
| Response: | | |

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|  | | **Weighting** |
| **Q.2** | **Proposed Solar PV Outage**  The Contractor must provide an estimated MWp for the proposed solar farm, confirming the potential maximum MWp. | **PASS/FAIL**  Tenderers not able to provide a PV solar farm that generates a minimum of 3MWp, or who provides no response will fail this question. |
| **Please confirm what the *maximum* MWp will be for your proposal.** | | |
| Response: | | |
|  | | |
|  | | **Weighting** |
| **Q.3** | **Solar PV Programme of Works**  Contractors are requested to provide information detailing how they propose to install the Solar PV equipment to meet the Specification. This should be provided in the Gantt chart or a pdf version of MS Project. | **10%** |
| **Information required from Tenderers:** | | |
|  | This should provide sufficient detail of the installation programme in order to provide assurance to the Council that this covers the requirements as specified and should include but not be limited to such details as:   * Timetable for the works * Project management & delivery plan, including grid connection work & planning consent / conditions, testing, commissioning, handover and certification; * Testing and Commissioning arrangements; * Time allowance for compliance with required standards and legislation; * Construction arrangements, including workforce employment and hours of work, site huts and use of the site, welfare, hours of work spent on site, traffic movements, security during construction, and the like. * Communication with the Council and other stakeholders. * Co-ordination and management of the DNO works including liaison on connection and G99 witness testing. * Management of discharging planning conditions. * Supply chain contingency and mitigating the risk of modern slavery in polysilicon component manufacturing.   **Your response to this Question is limited to 2,000 words (excluding Gannt Chart.)** | |
| Response: | | | |

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|  | | **Weighting** |
| **Q.4** | **Solar PV Design and Equipment**  Please provide a response and solution to the design and technical requirements as set out in the Technical Specification. This must include but is not limited to: | **10%** |
| **Information required from Tenderers:** | | |
|  | * Outline design documentation and plans detailing the structure and design for each design component, including:  1. Data Sheets for the solar modules, including type, size, manufacturer and capacity. 2. Data Sheets of the inverters, including type, size, manufacturer and capacity. 3. Data Sheets of the racking for the panels, including fixing system, type and manufacturer. 4. Full details of the wiring, including type and manufacturer. 5. Full details of the transformers and other electrical equipment required, including type, size, manufacturer and capacity.  * Whether the provisional design, prepared for the purposes of submitting a planning application, is to be adopted or amended in any way. Any amendments must be clearly stated with an indication of the likely impact on the planning applications/planning determination. * Approach to maximising the performance of the PV system and performance testing. * Full set of warranty documentation for all major components. * Demonstrate where the modules, inverters and other equipment have been used in combination in a fully functional solar farm. * Description and specification of the control system to be used including manufacturer and communications protocols to be employed. * Functionality, reliability and ease of use. * Compliance with required standards and legislation. * Equipment lead times to ensure the project timescales will be met. * The proposed design should take account of the planning conditions as per information detailed in Appendix 3 * How you intend to finance the project and manage/guarantee adequate cash flow throughout the design and build process   **Your response to this Question is limited to 2,000 words (excluding Data Sheets and diagrams/designs)** | |
| Response: | | | |

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|  | | **Weighting** |
| **Q.5** | **Health and Safety, Quality and Environment**  **Please provide the following:** | **10%** |
| **Information required from Tenderers:** | | |
|  | * An outline plan of the key risks and how you would seek to manage/mitigate each of them. * An overview of key documents and approvals, relationships and information required under the CDM regulations. * High level method statement for the installation process. * A site waste management plan detailing waste removal processes and likely waste carriers. * Draft project specific Construction Environmental Management Plan. * Security Plan. * Please ensure that the above assessments and plans reflect the requirements set out in the specification and information detailed in Appendix 6. * Any Quality/ Method of proposed construction (equivalent/certified CEEQUAL 6, Low Carbon Construction, Modern Methods of Construction etc)   **Your response to this Question is limited to 2,000 words** | |
| Response: | | | |

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| --- | --- | --- |
|  | | **Weighting** |
| **Q.6** | **Operation and Management** | **10%** |
| **Information required from Tenderers:** | | |
|  | Contractors are requested to provide a method statement detailing how they propose the operation and maintenance requirements will be provided to meet the Specification. Please include your proposals on performance monitoring and reporting, service callout response times as well as details of management of all warranties and guarantees.  **Your response to this Question is limited to 2,000 words** | |
| Response: | | | |

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| --- | --- | --- |
|  | | **Weighting** |
| **Q.7** | **Social Value and Community Benefits** | **10%** |
| **Information required from Tenderers:** | | |
|  | The Public Services (Social Value) Act 2012 requires public bodies to ‘consider’ the social good that can come from the procurement of services. As part of this obligation, Cheshire East Council ask suppliers to go beyond the basic contract terms and identify how they can benefit the community in the wider sense, in terms of social, environmental and economic impacts and outcomes.  Cheshire East Council strives to lead our communities to protect and enhance our environment, tackle the climate emergency and drive sustainable development. Please refer to Cheshire East’s Social Value policy and framework and explain how you will go beyond the scope of delivery as detailed within the specification in order to provide social value benefits to the community.  In your response you should address the high-level outcome ‘Promote environmental sustainability’ and provide examples of the social value action you will undertake, identifying how you will measure the impact. Your response should include, but not be limited to, the following:   * Carbon reduction measures beyond the scope of the contract specification * Investment in biodiversity initiatives * Education on environment, sustainability and climate change (particularly for younger people) * Volunteering with environment conservation initiatives * Innovative measures to enable healthier, safer and more resilient communities * Innovative measures to safeguard the environment and respond to the climate emergency   **Please also Confirm your commitment to attain the Social Award within 12 months of contract award if successful**  [**https://www.cheshireandmerseysidepartnership.co.uk/social-value-guide/**](https://www.cheshireandmerseysidepartnership.co.uk/social-value-guide/)  **Your response to this Question is limited to 1,000 words** | |
| Response: | | | |

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|  | | **Weighting** |
| **Q.8** | **Delivery Team**  Please provide details of the personnel responsible for carrying out the work, their relevant experience, grade (corresponding to fee submission) and allocation of time over the project timescale.  A Curriculum Vitae (CV) is required to be provided for each key person as listed below:   * Project Director * Project Manager * Site Manager * Key Project Contact (if not one of the above)   Please nominate a key project contact who will be responsible for day to day management and client relationship. Please outline your policy for managing change of personnel if required over the duration of the project.  Where subconsultancy of any element of the work is proposed, set out how this subconsultancy agreement would operate and how quality/performance will be managed and ensured. Named individuals from each sub consultancy as above are required (not just lead organisation). | **10%** |
| **Information required from Tenderers:** | | |
|  | The CVs shall provide the following information as a minimum:   * The name of the individual, their qualifications, proposed role * Relevant experience in the design & construction of a minimum of three ground mounted solar farms that are similar in nature, scope and complexity to the proposed works. At least one project should be for a private wire and/or grid connected scheme. Information should include the value and duration the project, the number of staff managed, and stakeholder involvement. * Evidence of working in collaboration with others. * A statement of how the individual will add value to the planning and delivery of the works. * Other relevant information.   Each CV shall not exceed two sides of A4 and shall be provided in .pdf format. Each CV will be assessed on an individual basis. CV’s will not be used when assessing any other aspects of the Tender submission. No cross referencing to any other part of the Tender Submission is permitted.  Tenderers are also required to provide an organisation chart which shows the proposed roles of individuals in the Tenderer’s organisation and the management structure that the Tenderer proposes to adopt. The chart is required to show key links to the Director, the Project Manager, the Site Manager and their respective teams. The chart does not exceed one side of A3 paper. The chart is not marked as part of the assessment process but should be included so as not to lose marks for not fully addressing requirements of the question.  **Your response to this Question is limited to 750 words (not including CVs (2 A4 pages max each) or the organisational chart (1 A3 page)).** | |
| Response: | | | |

*End of Schedule 5 ITT Response*

**CONTRACT FOR THE PROVISION OF A BUILDING INTEGRATED GROUND MOUNTED SOLAR PV SCHEME**

**Period: 3 Years with the option to extend by 24 months**

**SCHEDULE 6**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

|  |  |
| --- | --- |
| **Compliance with Specification & Scope** | |
| Please confirm you have complied with the stated specification included within this ITT document, by entering yes in the field. | Yes |
| Please also confirm that you accept and will comply with the terms and conditions of the contract(s) that have been supplied with the tender documentation, as they will not be open to negotiation post award. | Yes |

*End of Schedule 6 ITT Response*

1. For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/551130/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-1)
2. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-2)
3. “SME” means an enterprise falling within the category of micro, small and medium-sized enterprises defined by Annex 1 to Regulation (EU) No 651/2014 [↑](#footnote-ref-3)
4. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-4)
5. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-5)
6. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-6)