

LONDON BOROUGH OF HARROW

SELECTION QUESTIONNAIRE (SQ) INSTRUCTIONS AND ASSESSMENT METHODOLOGY

Pinner Park and Junior School – Infill Extension

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1. Instructions for Completing the SQ

1.1 If you are reading this document then you will already have successfully completed the log-in process for the London Tenders Portal. Thank you for your interest.

1.2 Please note that the London Tenders Portal includes general information about completing the online SQ, how to raise questions and enquiries, and about submitting your SQ.

1.3 SQ questions are to be answered in English. Please read any information provided regarding a question, for guidance as to what the London Borough of Harrow (the “Authority”) is looking for and whether comments can be added, and documents attached. If you have any queries at all please use the online facility for submitting these.

1.4 Please answer **all** questions carefully and as fully as possible. Failure to provide complete or adequate answers, evidence, supporting documentation or details where requested may result in your SQ not being considered. Whether or not to accept the response, or to request additional information, is at the Authority’s discretion. If you consider that a question is not applicable to your organisation, please use the online facility for submitting questions to us. Please don’t leave it too late to raise questions.

1.5 Supporting documents can only be added to the online SQ where the Authority has indicated this is acceptable and this is indicated in the information with each question. All documents must use one of the following formats:

File Type	Software Package
Text based documents	Microsoft Word (Version 2000 or later)
Spreadsheet based documents	Microsoft Excel (Version 2000 or later)
Project programme files	Microsoft Project (Version 2000 or later)
Graphics files	PowerPoint (Version 2000) or later
Report and accounts	Adobe Acrobat (pdf), or MS Word (Version 2000 or later)

1.6 The last date for the submission of completed SQs is **12:00:00 on 30th October 2020**. Any SQ submitted after that time will be accepted but marked as late, and it is then at the Authority’s discretion whether to accept it. However once the SQs have been “opened” on the system, late SQs may not be submitted at all.

2. Summary of SQ Assessment

2.1 In assessing the answers to the **online SQ questions**, the Authority is looking at evidence of the potential bidder's suitability to perform the services, goods or works being procured in terms of business probity, economic and financial standing, and technical or professional ability and capacity.

2.2 Qualification criteria will therefore be a combination of both financial and non-financial factors and will be in accordance with Regulations 58 and 60 of the Public Contract Regulations 2015 and assessed using the detailed SQ Assessment Methodology below.

2.3 Bidders are asked to note that certain SQ questions allow for self-certification. Should you be successful at contract award stage, you will be asked to evidence your responses and provide relevant supporting documents. The Authority does however retain the right to request full information at any time throughout the procurement.

2.4 Bidders who submit a SQ will be subject to the following assessment process:

2.4.1 Stage 1 - Submission on time

Bidders are advised that the SQ submission must be submitted through the London Tenders portal by **12:00:00 on 30th October 2020**. Any SQ submitted after that time will be accepted but marked as late, and it is then at the Authority's discretion whether to accept it. However once the SQs have been "opened" on the system, late SQs may not be submitted at all.

2.4.1 Stage 2, 3 & 4 – Pass/Fail Assessment

Bidders who receive a fail for any of the pass or fail questions will not be shortlisted.

3. Standard Selection Questionnaire (SQ) Guidance

3.1 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. 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).

3.2 Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce the 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.

4. Selection Questionnaire (SQ) Assessment Methodology

This document details the assessment methodology to be used to select which Suppliers may continue to take part in the procurement.

Suppliers must obtain a “pass” for each of the questions/sections where it is stated as being a pass or fail assessment. The Suppliers that do so may continue to take part in the procurement process. Where it is indicated that Suppliers will be shortlisted, the shortlist shall be based upon the Technical and Professional Ability scores as set out within Section 9 (Project specific questions).

Where in the SQ assessment methodology, it is indicated that a pass may be given for a question on provision of “adequate evidence” or similar (for example evidence of action taken as a result of environmental enforcement action), then the assessment of adequacy will be at the assessor’s discretion but in accordance with their expertise. The Authority’s decision in this regard shall be final.

Note that supporting information will be requested at later stages of the procurement process / prior to contract award. Organisations that cannot provide supporting information to evidence their responses and the organisation's tender will not be considered further within the procurement process.

Suppliers who submit a Selection Questionnaire will be subject to the following assessment:

PART 1 Company Details			
Please answer the 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	Question Numbers	Subject	Guidance
Section 1.1	1.1.1	Declaration	These questions are for information only and will not be scored.
	1.1.2.	Subsidiary	
	1.1.3.	Registration	
Section 1.2	1.2.1.	Discretionary Grounds for Rejection	<p>These sections are subject to a "pass or fail" assessment.</p> <p>Where an organisation has answered "No" to all questions it will pass this section.</p>
Section 1.3	1.3.1.	Grounds for Obligatory Exclusion	
Section 1.4.	1.4.1. 1.4.2. 1.4.3. 1.4.4.	Grave professional misconduct	Where an organisation has answered "Yes" to any of the questions, the measures taken to demonstrate its reliability despite the relevant ground shall be evaluated taking into account the gravity and particular circumstances of the ground. Where measures taken are considered by the Authority (whose decision will be final) as sufficient, the organisation concerned shall pass this section and allowed to continue in the tender process. Where the measures are considered by the Authority to be insufficient (whose decision shall be final), the organisation shall fail this

			section and not allowed to continue in the procurement process.
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Section 1.5.	1.5.1.	Contractual, Economic and Financial Standing	<p>This Section is subject to a pass or fail assessment.</p> <p>The information is assessed to build a picture of the financial strength of the organisation and a pass / fail decision then made as a whole.</p> <p>Information requested in this question must be provided. Failure to submit the requested information or suitable alternative information to enable the Financial Assessment to be carried out will result in a fail.</p> <p>Where the Authority considers it necessary for a particular procurement the information provided from the questions will be supplemented by a credit report obtained by the Authority, for example from Equifax, Dun and Bradstreet, etc.</p> <p>An organisation that fails this section will not be considered further in the procurement process.</p>
	1.5.2.		
	1.5.3.		
	1.5.4.		
Section 1.6.	1.6.1 1.6.2.	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	<p>This Section is subject to a pass or fail assessment.</p> <p>If your organisation does not have an annual turnover of £36M or more and you indicate “N/A” to question 7.1, you will pass this section. If your organisation does have an annual turnover of £36M or more and you indicate “Yes” to question 7.1 and “Yes” to question 7.2 and provide the web page link to your organisation’s statement, you will pass this section. If you indicate “Yes” to question 7.1</p>

			and “No” to question 7.2, you will fail this section unless in the Authority’s opinion (whose decision will be final) a sufficient and justifiable explanation can be given as to why you are not compliant.
Section 1.7.	1.7.1.	Insurance	<p>This Section is subject to a pass or fail assessment.</p> <p>An organisation will be expected to already have or can commit to obtain the required insurance cover as required in the contract conditions prior to contract commencement if successful as stated below:</p> <ul style="list-style-type: none"> • Public Liability - £10m • Employers’ Liability - £10m <p>An organisation that answers “Yes” will pass. An organisation that answers “no” will fail.</p>
Section 1.8.	1.8.1. 1.8.2. 1.8.3.	Organisation Policy	<p>This section is subject to a “pass or fail” assessment.</p> <p>Where an organisation answers “Yes” to each question in this section, it will pass this section. Where an organisation answers “No” to any one or more of the questions in this section, it will fail this section unless sufficient and justifiable reasons in the Authority’s opinion (whose decision will be final) can be given for their response to the relevant question or questions concerned.</p>
Section 1.9.	1.9.1 1.9.2.	Health & Safety	This Section is subject to a pass or fail assessment.

Section 1.10.	1.10.1	Commercial Information	This Section is subject to a pass or fail assessment.
	1.10.2		
	1.10.3		
Section 1.11	1.11.1	London Living Wage Real Living Wage Sub-Contractors	These questions do not form part of the assessment for a tender. It is for the council's information only.
	1.11.2		
	1.11.3		