London Borough of Brent (LBBC)

Find a Tender Service Technical Consultancy Framework

Selection Questionnaire (SQ) Checklist All Lots 502309

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Contents

1. Selection Questionnaire (SQ) Pack 1
2. SQ Submission Checklist: Lot 1 Multi-Disciplinary, Major Works 2
3. SQ Submission Checklist: Lot 2 Multi-Disciplinary, Minor Works 3
4. SQ Submission Checklist: Lot 3 Structural Engineering 4
5. SQ Submission Checklist: Lot 4 Energy Design and Retrofit Consultancy 5
6. SQ Submission Checklist: Lot 5 Fire Safety Management 6
7. SQ Submission Checklist: Lot 6 Mechanical and Electrical Engineering 7

1. Selection Questionnaire (SQ) Pack

The Selection Questionnaire (SQ) is made up of the following documents:

- SQ Client Brief Document (may be updated at ITT stage)
- SQ Instructions Document (All Lots)
- SQ Part 1 and Part 2 Response Document (All Lots)
- SQ Part 3 Response Document [Project Specific Questions] (One per Lot):
  - Lot 1 Multi-Disciplinary, Major Works
  - Lot 2 Multi-Disciplinary, Minor Works
  - Lot 3 Structural Engineering
  - Lot 4 Energy Design and Retrofit Consultancy
  - Lot 5 Fire Safety Management
  - Lot 6 Mechanical and Electrical Engineering

The following additional draft Invitation to Tender (ITT) documents are included for information purposes:

- ITT Instructions Document (All Lots) inc. Evaluation Methodology
- ITT Lot Specific Response Document
  - Includes:
    - Preliminary Sign Off
    - Form of Tender
    - Anti-Collusion Certificate
- ITT Appendix A: Lot Specific Request for Proposal – QUALITY
- ITT Appendix B: Lot Specific Request for Proposal – SOCIAL VALUE
- ITT Appendix C: Lot Specific Request for Proposal – PRICE BOOK
- ITT Appendix D: Lot Specific Specifications
- ITT Appendix E: Framework Agreement
- ITT Appendix F: Call Off Contract
- ITT Appendix G: Asset Data
- ITT Appendix H: Policies
- ITT Appendix I: Social Value

2. SQ Submission Checklist: Lot 1 Multi-Disciplinary, Major Works

Table A outlines the key information which makes up the SQ Response for Lot 1.

Table A: SQ Submission Checklist

Qualitative Criteria	Document / Response Required	Included? Yes / No
SQ RESPONSE PART 1 & PART 2 [ALL LOTS]		
Part 1 - Potential Supplier Information		
Section 1.1 – Potential Supplier Information	Completed **SQ Part 1 & Part 2 Standard Questions** - Response Document	
Section 1.2 – Bidding Model		
Section 1.3 – Declaration		
Part 2 – Exclusion Grounds		
Section 2.1 – Grounds for Mandatory exclusion		
Section 3 – Mandatory and discretionary grounds relating to the payment of taxes and social security contributions		
Section 4 – Grounds for Discretionary Exclusion		
Section 4.2 – Modern Slavery Act		
SQ RESPONSE PART 3 [LOT SPECIFIC QUESTIONS]		
Part 3 – Selection Questions		
Section 5 – Project Specific Questions		
(1) Financial Assessment Tool & Accounts	Completed **SQ Response Part 3 Lot 1 MultiDisc Major Works** - Response Document	
(2) Insurance		
(3) Sustainability Accreditation		
(4) Local Sourcing		
(5) Fair Trade		
(6) Residential Housing Project Experience		
(7) Multi-Disciplinary Team		
(8) Reporting Structure (Inc. Reporting)		
(9) Design Quality		
(10) Quality Management		

3. SQ Submission Checklist: Lot 2 Multi-Disciplinary, Minor Works

Table B outlines the key information which makes up the SQ Response for Lot 2.

Table B: SQ Submission Checklist

Qualitative Criteria	Document / Response Required	Included? Yes / No
SQ RESPONSE PART 1 & PART 2 [ALL LOTS]		
Part 1 - Potential Supplier Information		
Section 1.1 – Potential Supplier Information	Completed **SQ Part 1 & Part 2 Standard Questions** - Response Document	
Section 1.2 – Bidding Model		
Section 1.3 – Declaration		
Part 2 – Exclusion Grounds		
Section 2.1 – Grounds for Mandatory exclusion		
Section 3 – Mandatory and discretionary grounds relating to the payment of taxes and social security contributions		
Section 4 – Grounds for Discretionary Exclusion		
Section 4.2 – Modern Slavery Act		
SQ RESPONSE PART 3 [LOT SPECIFIC QUESTIONS]		
Part 3 – Selection Questions		
Section 5 – Project Specific Questions		
(1) Financial Assessment Tool & Accounts	Completed **SQ Response Part 3 Lot 2 MultiDisc Minor Works** - Response Document	
(2) Insurance		
(3) Sustainability Accreditation		
(4) Local Sourcing		
(5) Fair Trade		
(6) Residential Housing Project Experience		
(7) Multi-Disciplinary Team		
(8) Reporting Structure (Inc. Reporting)		
(9) Design Quality		
(10) Quality Management		

4. SQ Submission Checklist: Lot 3 Structural Engineering

Table C outlines the key information which makes up the SQ Response for Lot 3.

Table C: SQ Submission Checklist

Qualitative Criteria	Document / Response Required	Included? Yes / No
SQ RESPONSE PART 1 & PART 2 [ALL LOTS]		
Part 1 - Potential Supplier Information		
Section 1.1 – Potential Supplier Information	Completed **SQ Part 1 & Part 2 Standard Questions** - Response Document	
Section 1.2 – Bidding Model		
Section 1.3 – Declaration		
Part 2 – Exclusion Grounds		
Section 2.1 – Grounds for Mandatory exclusion		
Section 3 – Mandatory and discretionary grounds relating to the payment of taxes and social security contributions		
Section 4 – Grounds for Discretionary Exclusion		
Section 4.2 – Modern Slavery Act		
SQ RESPONSE PART 3 [LOT SPECIFIC QUESTIONS]		
Part 3 – Selection Questions		
Section 5 – Project Specific Questions		
(1) Financial Assessment Tool & Accounts	Completed **SQ Response Part 3 Lot 3 Structural Engineering** - Response Document	
(2) Insurance		
(3) Sustainability Accreditation		
(4) Local Sourcing		
(5) Fair Trade		
(6) Residential Housing Project Experience		
(7) Reporting Structure (Inc. Reporting)		
(8) Design Quality		
(9) Quality Management		

5. SQ Submission Checklist: Lot 4 Energy Design and Retrofit Consultancy

Table D outlines the key information which makes up the SQ Response for Lot 4.

Table D: SQ Submission Checklist

Qualitative Criteria	Document / Response Required	Included? Yes / No
SQ RESPONSE PART 1 & PART 2 [ALL LOTS]		
Part 1 - Potential Supplier Information		
Section 1.1 – Potential Supplier Information	Completed **SQ Part 1 & Part 2 Standard Questions** - Response Document	
Section 1.2 – Bidding Model		
Section 1.3 – Declaration		
Part 2 – Exclusion Grounds		
Section 2.1 – Grounds for Mandatory exclusion		
Section 3 – Mandatory and discretionary grounds relating to the payment of taxes and social security contributions		
Section 4 – Grounds for Discretionary Exclusion		
Section 4.2 – Modern Slavery Act		
SQ RESPONSE PART 3 [LOT SPECIFIC QUESTIONS]		
Part 3 – Selection Questions		
Section 5 – Project Specific Questions		
(1) Financial Assessment Tool & Accounts	Completed **SQ Response Part 3 Lot 4 Energy Design & Retrofit** - Response Document	
(2) Insurance		
(3) Sustainability Accreditation		
(4) Local Sourcing		
(5) Fair Trade		
(6) Residential Housing Project Experience		
(7) Reporting Structure (Inc. Reporting)		
(8) Design Quality		
(9) Quality Management		

6. SQ Submission Checklist: Lot 5 Fire Safety Management

Table E outlines the key information which makes up the SQ Response for Lot 5.

Table E: SQ Submission Checklist

Qualitative Criteria	Document / Response Required	Included? Yes / No
SQ RESPONSE PART 1 & PART 2 [ALL LOTS]		
Part 1 - Potential Supplier Information		
Section 1.1 – Potential Supplier Information	Completed **SQ Part 1 & Part 2 Standard Questions** - Response Document	
Section 1.2 – Bidding Model		
Section 1.3 – Declaration		
Part 2 – Exclusion Grounds		
Section 2.1 – Grounds for Mandatory exclusion		
Section 3 – Mandatory and discretionary grounds relating to the payment of taxes and social security contributions		
Section 4 – Grounds for Discretionary Exclusion		
Section 4.2 – Modern Slavery Act		
SQ RESPONSE PART 3 [LOT SPECIFIC QUESTIONS]		
Part 3 – Selection Questions		
Section 5 – Project Specific Questions		
(1) Financial Assessment Tool & Accounts	Completed **SQ Response Part 3 Lot 5 Fire Safety Management** - Response Document	
(2) Insurance		
(3) Sustainability Accreditation		
(4) Local Sourcing		
(5) Fair Trade		
(6) Residential Housing Project Experience		
(7) Reporting Structure (Inc. Reporting)		
(8) Design Quality		
(9) Quality Management		

7. SQ Submission Checklist: Lot 6 Mechanical and Electrical Engineering

Table F outlines the key information which makes up the SQ Response for Lot 6.

Table F: SQ Submission Checklist

Qualitative Criteria	Document / Response Required	Included? Yes / No
SQ RESPONSE PART 1 & PART 2 [ALL LOTS]		
Part 1 - Potential Supplier Information		
Section 1.1 – Potential Supplier Information	Completed **SQ Part 1 & Part 2 Standard Questions** - Response Document	
Section 1.2 – Bidding Model		
Section 1.3 – Declaration		
Part 2 – Exclusion Grounds		
Section 2.1 – Grounds for Mandatory exclusion		
Section 3 – Mandatory and discretionary grounds relating to the payment of taxes and social security contributions		
Section 4 – Grounds for Discretionary Exclusion		
Section 4.2 – Modern Slavery Act		
SQ RESPONSE PART 3 [LOT SPECIFIC QUESTIONS]		
Part 3 – Selection Questions		
Section 5 – Project Specific Questions		
(1) Financial Assessment Tool & Accounts	Completed **SQ Response Part 3 Lot 6 M&E Engineering** - Response Document	
(2) Insurance		
(3) Sustainability Accreditation		
(4) Local Sourcing		
(5) Fair Trade		
(6) Residential Housing Project Experience		
(7) Reporting Structure (Inc. Reporting)		
(8) Design Quality		
(9) Quality Management		

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