

PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

FOR

Street Lighting and Electrical Maintenance Contract

**July 2013 - June 2018
(with potential three year extension)**

Date: 9 October 2012



Pre-Qualification Questionnaire

Contract No. SC115 Title: Street Lighting and Electrical Maintenance Contract 2013 - 2018

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PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

Contract Title: Street Lighting and Electrical Maintenance Contract 2013 -2018

General Information

This Pre-Qualification Questionnaire (“PQQ”) has been issued by the Authority in connection with a competitive procurement conducted in accordance with the Restricted Procedure under the Public Contract Regulations 2006 (“the Regulations”).

Outline Requirement

Provision of a Street Lighting and Electrical Maintenance Service

The works covers the following:

- Cyclic maintenance of public lighting installations and illuminated road signs (within highway, parks and public open spaces) including bulk lamp change, cleaning, inspection, electrical testing and fault repair.
- Provision of emergency facilities and repairs
- Lighting infrastructure replacement and ad hoc new installation
- Maintenance and repairs of miscellaneous electrical equipment eg. Highway drainage pumps.
- The current list of equipment is as follows:

13,500 Street Lighting columns, including high masts.

2,700 Illuminated signs

1150 Illuminated bollards

210 Illuminated beacons

70 Subway lighting units

20 School flashing units

3 Highway drainage water pumping stations



The contract will be for an initial period of five (5) years commencing in July 2013 with an option to extend for a further period or periods of 2 plus 1 year, not exceeding 3 years in total.

The contracting authority anticipates that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) may apply to this contract.

Notes for completion:

Please answer every question. Many procurements generate a great deal of interest from potential suppliers, so please ensure that you complete the questionnaire as requested. Failure to do so may result in your application being disqualified. If the question does not apply to you please write N/A (not applicable); if you don't know the answer please write N/K (not known).

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

“You”/ “Your” or “Potential Provider” means the business or company which is completing this PQQ.

Verification of Information Provided:

The higher the risk of the procurement, the higher the level of verification is likely to be required. Not all questions require supporting documents up front at this stage (for example certificates, statements with this questionnaire.) **However, the purchasing organisation may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues.

Sub Contracting Arrangements

Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor.

Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement.



It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, Potential Providers should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the Potential Provider to proceed with the procurement process or to provide the goods and/or services.

Consortia Arrangements

If the Potential Provider bidding for a requirement is a consortium, the following information must be provided:

- full details of the consortium; and
- the information sought in this PQQ in respect of each of the consortium's constituent members as part of a single composite response.

Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the Authority reserves the right to require a successful consortium to form a single legal entity in accordance with regulation 28 of the Public Contracts Regulations 2006. The Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Authority so that it can make a further assessment by applying the selection criteria to the new information provided.

INSTRUCTIONS TO INTERESTED ORGANISATIONS

1. Introduction

- 1.1 If you intend to complete and return this Pre-Qualification Questionnaire (PQQ) for the **Street Lighting and Electrical Maintenance Contract 2013 - 2018** please read the following instructions carefully and prepare your PQQ accordingly.
- 1.2 Please ensure that you complete all of the PQQ as failure to do so may result in disqualification.
- 1.3 We will not be responsible for any costs or expenses you incur in preparing, delivering or in the evaluation of the PQQ, or for any costs or expenses incurred during subsequent stages of the procurement should you be invited to tender.

Please note that this PQQ format is standard across the Berkshire Councils and a number of other public bodies based in the Thames Valley area, which means that if a response is completed for one contract, the same response with relevant updates can be provided to other authorities for all non-contract specific questions.

- 1.4 Prior to the date for return of PQQs, we may ask you to clarify, or add to the documents. A copy of each such alteration will be issued by the Council to every respondent and shall form part of the Instructions to Interested Organisations documents.
- 1.5 In order for the authority to be able to keep organisations expressing an interest updated you must register an interest in this contracting opportunity via the South East Business Portal and/or by e-mailing: Streetlighting@reading.gov.uk. The officer responsible for this project will send you confirmation of your expression of interest. If we do not have your contact details we will not be able to send you any amendments to the documents or send you responses to questions that are raised by interested organisations.
- 1.6 Any request for clarification of these documents must be made in writing by e-mail to Streetlighting@reading.gov.uk. Copies of the clarifications requested and the responses will be sent to all those organisations expressing an interest. This will not identify the source of the original question. If you believe that your question should not be shared with others who have registered an interest in this contract, please let us know and we will consider this on a case by case basis.
- 1.7 We will respond in writing by e-mail as soon as is practical after receipt of any request for clarification. We will not normally respond to any request for clarification which is received later than 6 working days prior to the



PQQ submission date (see paragraph 3 below), i.e. all requests for clarification must be received by **12.00 noon on the 7 November 2012**. Responses to the questions will be sent out by close of business on **8 November 2012**.

- 1.8 All information contained in the Instructions to Interested Organisations is provided solely for the purpose of organisations intending to submit a pre-qualification questionnaire to prepare their response. Please do not use the information for any other purpose without seeking prior approval from the Council using the contact details below.

Reading Borough Council
ENCAS - Transport Strategy
Highways Section
2-4 Darwin Close
Reading
RG2 0RB
Attention of David Moore - Asset Manager

2. PQQ Response

2.1 Format

The PQQ document is designed to be self explanatory and uses plain English.

Please use the format set out in the PQQ document itself.

Please answer all questions in Forms A, B, C, D, E and F. If you are a non-UK business you will also have to answer parts A1.1 and A1.2 of Form A.

Please check to make sure you have completed “Form G - Undertaking” and dated the completed questionnaire before returning it.

2.2 Return Arrangements

Your PQQ should be completed and returned in hard copy - faxed or e-mailed submissions will not be accepted. Please also provide an electronic version of the PQQ submission on a disk in either Word 97-2003 or pdf format.

Please return your completed PQQ to the following address:-

Reading Borough Council
ENCAS - Transport Strategy
Highways Section
2-4 Darwin Close



Reading

RG2 ORB

Attention of David Moore - Asset Manager

Please note incomplete PQQ submissions will not be considered.

2.3 Deadline

Your PQQ must be returned by no later than noon on the **16 November 2012**. Any PQQ received after this deadline will not be accepted.

2.4 External Reference Material

If you use any external reference material, such as brochures, specifications and system descriptions, to support your PQQ, we will disregard any statements within the reference material which may allow change to obligations or reduce liability, such as “specifications subject to change without notice”, or other disclaimers.

2.5 Cross References

Where a particular section of the PQQ response relates to information given in another section, or in external reference material, you must ensure that the response is clearly cross-referenced.

2.6 References

We will be seeking a minimum of 3 references. **Please make sure you are aware of the following:**

- a. Upon receipt of your PQQ submission we will request references (a set template with scored responses - see Appendix C from your nominated referees with a deadline for return by e-mail of 12.00 noon on the **23 November 2012**. We will send you confirmation of receipt.
- b. If we have not received the reference by this time, we will send the referee a reminder e-mail with an extended deadline of **30 November 2012**. We will copy you in to this e-mail.
- c. If we have not received your references by this time you will score zero for this section for this reference. Please make sure your referees are aware of this and have agreed to provide the reference by the deadline. It is the responsibility of both potential bidder and referee to arrange for the return of references by the deadline.

Please note that references will be confidential. In feedback we will only give you the overall score for all references combined, not



the breakdown of scores for each referee.

References will only be accepted from a representative of a contracting organisation or grant funding organisation that has, or had, a direct funding relationship or contract with your organisation. The reference will only consider your organisation's performance under the terms of the contract or funding arrangement.

Please note failure to provide a minimum of 3 references will result in a fail for this section and your application will be rejected.

3. Evaluation of PQQs

- 3.1 We will consider the information supplied with the PQQs and invite no fewer than 5 organisations to tender for the contract should at least 5 candidates meet the minimum requirements.
- 3.2 We will evaluate the PQQs using the appended document Appendix B, Street Lighting and Electrical Maintenance Contract 2013 - 2018 Pre-Qualification Questionnaire Evaluation Criteria and Scoring Scheme, and Appendix D, Pre-Qualification Questionnaire Scoring Sheet.
- 3.3 We are under no obligation to invite any interested organisation to participate in a tender for these services
- 3.4 You may be asked to answer further questions on your PQQ submission and/or to submit further evidence to support the information contained in the PQQ.
- 3.5 We will inform all successful and unsuccessful candidates via e-mail by **7 December 2012**.

4. Timetable

	Event	Date
1	OJEU Contract Notice submitted	10 October 2012
2	Deadline for return of PQQ	16 November 2012 at 12.00 Noon
3	Deadline for return of references	23 November 2012
4	Extended reference deadline	30 November 2012
5	Shortlisted and unsuccessful candidates informed	7 December 2012
6	Dispatch of Invitation to Tender (ITT)	14 December 2012
7	Return of Tenders	23 January 2013 at 12.00 Noon
8	Interviews with Tenderers	w/c 11 February 2013
9	Notification of result of evaluation and intention to award	22 March 2013
10	Standstill period	Commences 25 March 2013 to 4 April 2013
11	Expected contract award date	11 April 2013
12	Contract Start	1 July 2013

Please note that whilst we shall endeavour to adhere to this timetable it may be subject to change.

5. Canvassing

Any Interested Organisation who directly or indirectly canvasses any member or official of the Council concerning the evaluation of the PQQs, or who directly or indirectly obtains, or attempts to obtain, information from a member or official concerning any other PQQ will be disqualified. If at any stage during the process we discover canvassing has taken place, we will be entitled to disqualify that organisation from the process.



6. Whistleblowing Policy

Your attention is drawn to our Whistleblowing Policy which can be found on the Council Website at:

<http://www.reading.gov.uk/council/corporate-complaints-comments-and-compliments/whistleblowing/how-to-report-council-misconduct/>

7. Insurance Requirements

Specific points to be reflected in Form D, Part 3 of the PQQ.

8. Scoring

The table below shows the overall weightings for each individual section of the PQQ.

PQQ Weighting

Section	Pass/Fail Sections	Score
A	Organisation Details	Not scored
B	Grounds for Mandatory Rejection	Pass/Fail
C	Grounds for Discretionary Rejection	Pass/Fail
D1	Economic and Financial Standing	Pass/Fail
D2	Insurance	Pass/Fail
E	Minimum Number of References	Pass/Fail
F	Membership of Highways Electrical Registration Scheme (HERS)	Pass/Fail

Section	Scored Sections	Max score	Maximum Weighted Score
E1.1- E1.4	Contract Experience	4	25%
E1.1 - E.1.4	Contract Performance - References	9	15%
Sub - Total	References	13	40%

E	Technical and Professional Expertise		
E1.5	Contract Penalties and termination	2	3.33%
E3	Business Continuity	2	3.33%
E4	Quality Assurance	2	3.33%
E5.1-E5.5	Health and Safety Procedures	2	3.33%
E5.6-E5.7	Health and Safety Infringements	2	3.33%
E6	Environmental management	1	1.67%
E7.1-7.3	Equalities - Policy & compliance	2	1.67%
E7.4	Equalities - Training	1	1.67%
E7.5-E7.7	Equalities - Procedures against discrimination & Harassment	1	1.67%
E7.8-E7.9	Equalities - Convictions	2	1.67%
Sub - Total	Technical and Professional Expertise	17	25%

Section	Scored Sections	Max score	Maximum Weighted Score
E8	Technical Capability		
E8.1	Evidence of competency of employees	2	5%
E8.2	Evidence of numbers of qualified staff	2	5%
E8.3	Evidence of numbers of underground jointing staff	2	5%
E8.4	Experience of maintaining accurate equipment inventory	2	5%
E8.5	Experience of provision of emergency services	2	5%
E8.6	Experience of meeting repair times	2	5%
E8.7	Evidence of provision of relevant equipment and staff	2	5%
Sub - Total	Technical Capability	14	35%
Total Score		44	100%

PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

Contract Title: **Street Lighting and Electrical Maintenance Contract 2013 - 2018**

FORM A: ORGANISATION AND CONTACT DETAILS

(NOT SCORED)

Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted)		
ORGANISATION DETAILS		
Registered office address	Company or charity registration number	
	VAT registration number	
	Name of immediate parent company	
	Name of ultimate parent company	
Type of organisation	i) a public limited co.	
	ii) a limited company	
	iii) a limited liability partnership	
	iii) other partnership	
	iv) sole trader	
	v) other (please specify)	

CONTACT DETAILS	
Contact details for enquiries about this PQQ	
Name	
Address	
Post Code	
Country	
Phone	
Mobile	
Email	

Consortia and Sub-Contracting	a) Your organisation is bidding to provide the services required itself	
	b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	
	c) The Potential Provider is a consortium	
<p>If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.</p>		

QUESTIONS A1.1 and A1.2 FOR COMPLETION BY NON-UK BUSINESSES ONLY		
A1.1	<p>Registration with professional body</p> <p>Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in <i>Annexes IX A-C of Directive 2004/18/EC</i>) under the conditions</p>	

	laid down by that member state).	
A1.2	Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this.	

FORM B - GROUNDS FOR MANDATORY REJECTION**(PASS/FAIL)****Important Notice:**

In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences as defined within Section 23 of the Public Contract Regulations 2006 (SI 5/2006):		Answer
Answer "Yes" only if they have been convicted.		
(a)	Conspiracy	Yes / No
(b)	Corruption	Yes / No
(c)	Bribery	Yes / No
(d)	Fraud (including not paying taxes or social security contributions)	Yes / No
	(i) the offence of cheating the Revenue;	Yes / No
	(ii) the offence of conspiracy to defraud;	Yes / No
	(iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	Yes / No
	(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	Yes / No
	(v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value	Yes / No

	Added Tax Act 1994;	
	(vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	Yes / No
	(vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;	Yes / No
(e)	money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	Yes / No
(f)	any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State	Yes / No

FORM C - GROUNDS FOR DISCRETIONARY REJECTION**(PASS/FAIL)****Important Notice.**

The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

Is any of the following true of your organisation?	
(a) <u>being an individual</u> , is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	Yes / No
(b) <u>being a partnership constituted under Scots law</u> , has granted a trust deed or become otherwise apparently	Yes / No



insolvent, or is the subject of a petition presented for sequestration of its estate; or	
(c) <u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u> has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	Yes / No
Has your organisation	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	Yes / No
(b) committed an act of grave misconduct in the course of your business or profession;	Yes / No
(c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	Yes / No
(d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or	Yes / No
(e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	Yes / No

FORM D - ECONOMIC AND FINANCIAL STANDING (Regulation 24) (PASS/FAIL)**D1. FINANCIAL INFORMATION**

If, for some reason, your organisation is not required to produce Audited Accounts or an Annual Report then the Council's Finance Section will need to have visibility of your management accounts.

The Council will seek more information from independent credit reference agencies as part of the evaluation and reserves the right to undertake credit checks at each stage of the procurement process.

NB We will not accept applications from more than one company forming part of the same Group

D1.1	Please provide one of the following set out below:-	
	OR	
	Please indicate which of the following you would be willing to provide:- (please indicate which one by ticking the relevant box)	
	<i>A copy of your audited accounts for the most recent two years</i>	
	<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>	
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	
	<i>Alternative means of demonstrating financial status if trading for less than a year</i>	

D2	INSURANCE	
<p>Please <u>provide evidence</u> that you already have or can obtain the following levels of insurance.</p> <p>e.g. Insurance certificate, Brokers letter or quotation</p> <p>Please Note: Failure to provide one of the above, will result in the PQQ being rejected</p>		
D2.1	Employers Liability = to comply with the requirements of the Employers Liability (Compulsory Insurance) Act	Yes / No
D2.2	Public Liability = GBP(£) 10 million	Yes / No

D2.3	Product Liability = GBP(£) 10 million	Yes / No
D2.4	Professional Indemnity = GBP(£) 5 million	Yes / No
D2.5	Contractors All Risks = GBP(£) 10 million	Yes / No

FORM E - TECHNICAL AND PROFESSIONAL ABILITY (Regulation 25) (SCORED)

(Where the Potential Provider is a special purpose vehicle and not intending to be the main provider of the goods or services, the information requested should be provided in respect of the principal intended provider of the goods or services.)

E1	EXPERIENCE AND CONTRACT EXAMPLES			
	Please provide details of up to 3 contracts from either or both the public or private sector, that are relevant to the Authority's requirement. Contracts for the supply of goods or services should have been performed during the past <u>three</u> years. Works contracts may be from the past <u>five</u> years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them).			
		Contract 1	Contract 2	Contract 3
E1.1	Customer Organisation (name):			
E1.2	Customer contact name, phone number and email			
E1.3	Contract start date Contract completion date Contract Value			

E1.4	Brief description of contract (max 150 words) including evidence as to your technical capability in this market.			
<p>If you cannot provide at least one example, please briefly explain why (100 words max)</p>				

E1.5	In the last 3 years, have you had any contracts:	
E1.5.1	That have incurred contract penalties, default notices or payment of liquidated damages	Yes / No
E1.5.2	Terminated by the client earlier than the originally intended due to poor performance?	Yes / No
E1.5.3	Where you have withdrawn from the contract either before or after the award of contract?	Yes / No
E1.5.4	If “Yes” to any of the above, please give details and explain in no more than 300 words what has been rectified in order to avoid this situation arising in the future:	

E2	STAFFING (NOT SCORED - FOR INFORMATION ONLY)
E2.1	How many staff does your organisation (including consortia members or named sub-contractors where appropriate) employ relevant to the carrying out of services and/or delivery of goods similar to those required under this contract?

E3	BUSINESS CONTINUITY (SCORED)
E3.1	Does your organisation have a Business Continuity / Disaster Recovery / Risk Management plan that ensures that services described within the Outline Requirement are delivered in the event of a disruption affecting your business, ensuring continuity of supply from your critical suppliers? Yes / No
E3.2	If “Yes”, please include a copy within your return
E3.3	If “No”, briefly describe what key actions your organisation will take to ensure continued provision to customers should there be a major event; for example, should there be adverse weather, or a pandemic flu which results in loss of staff or a fire or utility failure resulting in loss of your building. (Maximum 300 words)
E3.4	Have there been any occasions when your business operation has been disrupted within the last 3 years? Yes / No
E3.5	If “Yes” what were the circumstances, what was the effect on your customers and how did you overcome it? (Maximum 300 words)
E3.6	In the event of a disruption, who would be the person responsible for managing your organisations response?
E3.7	In the event of a disruption, what would be the trigger point for you to contact the authority, and how would you keep the authority updated? (Maximum 150 words)

E4	QUALITY ASSURANCE		(SCORED)
E4.1	Does the relevant section of your organisation hold a recognised quality management certificate, for example ISO 9001 or equivalent?	Yes / No	
E4.2	If “Yes”, please enclose a copy of the certificate		
E4.3	If “No”, please describe any actions you take to ensure quality is consistently monitored and maintained throughout your organisation. (Maximum 300 words)		

E5	HEALTH AND SAFETY		(SCORED)
E5.1	Does the relevant section of your organisation hold a recognised health and safety management systems certificate, for example OHSAS 18001 or equivalent?	Yes / No	
E5.2	If “Yes”, please enclose a copy of the certificate.		
E5.3	Do you have a company Health and Safety policy?	Yes / No	
E5.4	If “Yes”, please enclose a copy within your response.		
E5.5	If “No”, please briefly describe what arrangements you have made to manage Health and Safety within your organisation. (Maximum 300 words)		
E5.6	Have you been the subject of any Improvement or Prohibition Notice or prosecution or been a defendant in any case brought under Health and Safety legislation within the last three years?	Yes / No	
E5.7	If “Yes”, please provide details		

E6	ENVIRONMENTAL MANAGEMENT		(SCORED)
E6.1	Does the relevant section of your organisation hold a recognised environmental management systems certificate, for example ISO 14001 or equivalent?	Yes / No	
E6.2	If “Yes”, please enclose a copy of the certificate.		



E6.3	<p>If “No”, please describe any actions your organisation currently undertakes to demonstrate a responsible attitude towards environmental management</p> <p>(Maximum 300 words, unless including Environmental policy)</p>
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E7	EQUAL OPPORTUNITIES		(SCORED)
E7.1	Does your organisation have an Equal Opportunities policy?	Yes / No	
E7.2	<p>If “Yes”, please enclose a copy of the policy within your response and indicate how this is communicated to employees.</p> <p>(Maximum 200 words)</p>		
E7.3	<p>Briefly describe how your organisation ensures that it remains compliant and up to date with the Equality Act 2010?</p> <p>(Maximum 300 words)</p>		
E7.4	Do you provide staff with training on Equal Opportunities?	Yes / No	
E7.5	If “Yes”, please describe how and when this is performed throughout an individual’s employment?	(Maximum 200 words)	
E7.6	Does your company have a procedure for employees to raise issues of discrimination or harassment?	Yes / No	
E7.7	<p>If “Yes”, please provide details</p> <p>(Maximum 200 words)</p>		
E7.8	Have any Industrial Tribunal or other Legal cases (pending or otherwise) relating to equality issues been brought against your organisation within the last three years?	Yes / No	
E7.9	<p>If “Yes”, please provide details</p>		

E8	TECHNICAL CAPABILITY (SCORED)
	<p>Please attach a summary, for each of the sections listed below, which demonstrates your organisation's relevant experience and capability to carry out the role of providing a Street Lighting and Electrical Maintenance Service.</p> <p>The summary should be specific to this requirement and not general. For any response which exceeds the stipulated word count, any words over the word limit will be disregarded and therefore not evaluated as part of the PQQ submission. Please break down your answers according to the different points below.</p>
E8.1	<p>Please provide evidence of competency of all technical grades of employees who may be deployed on the Contract. The criteria for competent persons is given in the Electricity Council Engineering Recommendation G39 and shall be for the Supervisor, approved electricians, and electricians.</p> <p style="text-align: right;">500 words max</p>
E8.2	<p>Please evidence that your organisation employs sufficient members of staff, qualified to the relevant standard with the ability to work in an emergency situation without direct supervision on all types of lighting equipment and underground cabling systems.</p> <p style="text-align: right;">500 words max</p>
E8.3	<p>Please evidence that your organisation employs sufficient numbers of staff who have the relevant qualifications and experience to have an ability to carry out underground jointing of cables of up to 1000 volts.</p> <p style="text-align: right;">500 words max</p>
E8.4	<p>Please provide evidence of how your company to date has maintained an accurate inventory of your client's streetlighting and electrical equipment in a similar Streetlighting contract.</p> <p style="text-align: right;">500 words max</p>
E8.5	<p>Please provide evidence of your company's experience in providing emergency response facilities to meet the requirements of a similar streetlighting contract.</p> <p style="text-align: right;">500 words max</p>
E8.6	<p>Please provide evidence of your company's experience of meeting repair time requirements for street lights, illuminated signs, traffic bollards, subway lighting and no supply faults in a similar streetlighting contract.</p> <p style="text-align: right;">500 words max</p>
E8.7	<p>Please evidence that your organisation has appropriate vehicles, equipment and trained personnel to undertake the work outlined in this document.</p> <p style="text-align: right;">500 words max</p>

FORM F - MEMBERSHIP OF HERS**(PASS/FAIL)**

F	MEMBERSHIP OF HERS	
F1	Is your organisation a member of the Highways Electrical Registration Scheme (HERS)?	Yes / No

G	UNDERTAKING (NOT SCORED)	
	<p>I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this PQQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information</p>	
	FORM COMPLETED BY	
G1	Name:	
G2	Date:	
G3	Signature:	
G4	Job Title:	

Marketing Information

To assist us in determining the most effective way to advertise our contracting opportunities in future could you please advise us in which publication you saw this contracting opportunity (please tick box(es) as appropriate) -

Publication	
Official Journal of the European Union (OJEU)	
Government Opportunities - Contrax Weekly	
South East Business Portal	
Reading Borough Council Website	
Contracts Finder	
Other Publication - please specify details in box below	

DOCUMENT RETURN CHECKLIST

Throughout this Pre-qualification Questionnaire, the following documents have been requested.

Please ensure you annex a copy of all requested documentation to your completed Questionnaire (please indicate by placing a tick in the appropriate box).

	✓ / N/A
Relevant Insurance Certificates, Brokers letters or Quotations	
Business Continuity / Disaster Recovery / Risk Management Plan	
Recognised Quality Management Certificate	
Health and Safety Management Systems Certificate	
Health and Safety Policy	
Environmental Management Systems Certificate	
Equal Opportunities Policy	
A summary which demonstrates your organisation's relevant experience and capability to carry out the role of providing a Street Lighting and Electrical Maintenance Service	