# AWARD CRITERIA

**Evaluation and Award Criteria**

* 1. Bid evaluation will consist of 2 stages;
		1. Stage 1; Technical Assessment
		2. Stage 2: Pricing (45%)

Quality (55%)

Social Value (20%)

## Stage 1 - Minimum Technical & Financial Award Criteria

* 1. All bidders must achieve the minimum technical and financial criteria to be considered for the second stage of the evaluation process.
	2. Only the information provided within each on-line answer will be considered.
	3. Bidders failing any element will be excluded from the rest of the assessment process.
	4. The consortium as a whole must achieve the minimum technical and financial criteria to be considered for the second stage of the evaluation process. If one member of the consortium fails any section where it states that all individual consortium members must pass the criteria then the whole consortium will fail the ‘Minimum Technical and Financial Criteria’ stage.
	5. **Table A - Minimum Technical & Financial Criteria**

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| --- | --- | --- | --- | --- |
| **ProContract Qu Num** | **PAS 91 Reference Number** | **Specified Level / Status For Individual Company** | **Specified Level / Status For Consortium** | **Pass/ Fail or Info Only** |
| **PAS 91 PQQ Section Reference:****Table 1 - Supplier Identity, Key Roles & Contact Information** |
| 1.1-1.24 | C1-Q1 to C1-Q14 | The individual company must complete all the appropriate questions and supply all the required information. | All individual members of the consortium must complete all the appropriate questions and supply all the required information. | Info Only |
| **PAS 91 PQQ Section Reference:****Table 2: Financial Information** |
| 2.1 | C2-Q1 | The individual company must provide all the necessary financial information to allow Bristol City Council to assess the financial standing of the individual company.To pass this criteria the individual company must not be an unacceptable risk to the Bristol City Council as assessed using the appraisal below for a contract having an annual estimated value of £1,300,000**FINANCIAL STANDING APPRAISAL**The Financial Information provided will be used by the Authority to assess whether the bidders possess the necessary economic and financial capacity to perform the contract.When undertaking the assessment the Authority looks at the bidders most recent financial statements along with those of any ultimate parent company (if appropriate). These would be checked for general audit issues and then analysed to give an indication of profitability, net worth, liquidity, capacity and general stability.The Authority reserves the right to use a variety of indicators as it considers appropriate including those from credit agencies. The Authority will also consider any additional information submitted by the applicant should the applicant consider this necessary for the Authority to have a fuller understanding of its financial position. This may be appropriate, for example, to obtain a fuller understanding of an applicant’s financial structure or funding arrangements. The Authority would expect any such information to be verified by an independent source, for example, the applicant’s auditors. Furthermore the Authority may (but is under no obligation) request further information or explanation from a bidderInitially basic checks are made on a bidder’s name and any relevant registration details (e.g. registered number at Companies House). The Authority would check whether the bidder is trading or dormant and whether it has a parent company. The status of the financial statements is also determined to check whether information submitted is for the last accounting period.When considering profitability the Authority looks at whether the organisation has made a profit or a loss in the year, which indicates the efficiency of the organisation. A loss in the year would be looked at in conjunction with the balance sheet resources available to cover this loss.The Authority would look at the bidder’s balance sheet and determine the net worth of the organisation and that element that can be mobilised in a financial crisis. To do this the Authority looks at net assets and also at the net tangible worth (excluding intangible assets) of the organisation.When looking at liquidity the Authority uses the current ratio and the acid test ratio. The current ratio is a measure of financial strength and addresses the question of whether the bidder has enough current assets to meet the payment schedule of its current debts with a margin of safety for possible losses in current assets. The Acid Test ratio measures liquidity and excludes stock to just really include liquid assets. Generally the Authority would expect a bidder to have a current ratio of at least 1:1.Contract limit is the size of contract that is considered ‘safe’ to award to a bidder, based on a simple comparison of the estimated annual contract value to the annual turnover of the organisation. This gives an idea of financial strength to ensure that the bidder can cope financially with this size of contract. The Authority assesses the capacity issue of whether the bidder has the resources to carry out the work and also considers whether the bidder will become over-dependant on the contract in question. Generally the Authority would expect a bidder to have a turnover of two times the annual contract value.The Authority would consider all of the above in relation to the bidder and that of any ultimate parent company and then a judgement would be made as to the risk that the organisation would represent to the Authority. If the Authority decides that the financial and economic standing of the bidder represents an unacceptable risk to the Authority then the bidder will be excluded from further consideration in this process. | To pass all consortium members must provide all the necessary financial information to allow Bristol City Council to assess the consortium **aggregated** financial standing.To pass this criteria the consortium, aggregated together, must not be an unacceptable risk to the Bristol City Council as assessed using the appraisal below for a contract having an annual estimated value of £1,3000,000**FINANCIAL STANDING APPRAISAL**The Financial Information provided will be used by the Authority to assess whether the consortium possess the necessary economic and financial capacity to perform the contract.When undertaking the assessment the Authority looks at the consortium members most recent financial statements along with those of any ultimate parent company (if appropriate). These would be checked for general audit issues and then analysed to give an indication of profitability, net worth, liquidity, capacity and general stability.The Authority reserves the right to use a variety of indicators as it considers appropriate including those from credit agencies. The Authority will also consider any additional information submitted by the members of the consortium should the member(s) consider this necessary for the Authority to have a fuller understanding of its financial position. This may be appropriate, for example, to obtain a fuller understanding of a member(s) financial structure or funding arrangements. The Authority would expect any such information to be verified by an independent source, for example, the member(s) auditors. Furthermore the Authority may (but is under no obligation) request further information or explanation from a consortium member.Initially basic checks are made on the consortium members’ names and any relevant registration details (e.g. registered number at Companies House). The Authority would check whether the consortium member(s) is trading or dormant and whether it has a parent company. The status of the financial statements is also determined to check whether information submitted is for the last accounting period.When considering profitability the Authority looks at whether the organisation has made a profit or a loss in the year, which indicates the efficiency of the organisation. A loss in the year would be looked at in conjunction with the balance sheet resources available to cover this loss.The Authority would look at the consortium member(s) balance sheet and determine the net worth of the organisation and that element that can be mobilised in a financial crisis. To do this the Authority looks at net assets and also at the net tangible worth (excluding intangible assets) of the organisation.When looking at liquidity the Authority uses the current ratio and the acid test ratio. The current ratio is a measure of financial strength and addresses the question of whether the consortium member(s) has enough current assets to meet the payment schedule of its current debts with a margin of safety for possible losses in current assets. The Acid Test ratio measures liquidity and excludes stock to just really include liquid assets. Generally the Authority would expect the consortium member(s) to have a current ratio of at least 1:1.Contract limit is the size of contract that is considered ‘safe’ to award to the consortium member(s), based on a simple comparison of the estimated annual contract value to the annual turnover of the organisation. This gives an idea of financial strength to ensure that the consortium member(s) can cope financially with this size of contract. The Authority assesses the capacity issue of whether the consortium member(s) has the resources to carry out the work and also considers whether the consortium member(s) will become over-dependant on the contract in question. Generally the Authority would expect the consortium member(s) to have a turnover of two times the annual contract value.The Authority would consider all of the above in relation to the bidder and that of any ultimate parent company and then a judgement would be made as to the risk that the organisation would represent to the Authority. If the Authority decides that the financial and economic standing of the consortium represents an unacceptable risk to the Authority then the consortium will be excluded from further consideration in this process. | Pass/Fail |
| 2.2 | C2-Q2-1-1Employers Liability Insurance | To pass individual company **must have in place** and provide the policy number for their **Employers** **Liability insurance** which has a minimum cover of 10 million GBP in respect of any one incident. | To pass all individual members of the consortium **must have in place** and provide the policy number for their **Employers** **Liability insurance** which has a minimum cover of 10 million GBP in respect of any one incident | Pass/Fail |
| 2.3 | C2-Q2-1-2Employers Liability Insurance | To pass the individual company must provide information on the limit of indemnity within their Employers Liability insurance. | To pass all individual members of the consortium must provide information on the limit of indemnity within their Employers Liability insurance. | Pass/Fail |
| 2.4 | C2-Q2-1-3Employers Liability Insurance | To pass the individual company must provide information on the excess within their Employers Liability insurance. | To pass all individual members of the consortium must provide information on the excess within their Employers Liability insurance. | Pass/Fail |
| 2.5 | C2-Q2-1-4Employers Liability Insurance | To pass the individual company must provide information on the limit for a single event within their Employers Liability insurance. | To pass all individual members of the consortium must provide information on the limit for a single event within their Employers Liability insurance. | Pass/Fail |
| 2.6 | C2-Q2-1-5Employers Liability Insurance | To pass the individual company must provide information on the expiry date for their Employers Liability insurance. | To pass all individual members of the consortium must provide information on the expiry date for their Employers Liability insurance. | Pass/Fail |
| 2.7 | C2-Q2-2-1Public Liability Insurance | To pass the individual company **must have in place** and provide the policy number for their **Public** **Liability insurance** which has a minimum cover of 5 million GBP in respect of any one incident. | To pass all individual members of the consortium **must have in place** and provide the policy number for their **Public Liability insurance** which has a minimum cover of 5 million GBP in respect of any one incident. | Pass/Fail |
| 2.8 | C2-Q2-2-2Public Liability Insurance | To pass the individual company must provide information on the limit of indemnity within their Public Liability insurance. | To pass all individual members of the consortium must provide information on the limit of indemnity within their Public Liability insurance. | Pass/Fail |
| 2.9 | C2-Q2-2-3Public Liability Insurance | To pass the individual company must provide information on the excess within their Public Liability insurance. | To pass all individual members of the consortium must provide information on the excess within their Public Liability insurance. | Pass/Fail |
| 2.10 | C2-Q2-2-4Public Liability Insurance | To pass the individual company must provide information on the limit for a single event within their Public Liability insurance. | To pass all individual members of the consortium must provide information on the limit for a single event within their Public Liability insurance. | Pass/Fail |
| 2.11 | C2-Q2-2-5Public Liability Insurance | To pass the individual company must provide information on the expiry date for their Public Liability insurance. | To pass all individual members of the consortium must provide information on the expiry date for their Public Liability insurance. | Pass/Fail |
| 2.12 | C2-Q2-3-1 Professional Indemnity Insurance | To pass the individual company **must have in place** and provide the policy number for their **Professional Indemnity insurance** which has a minimum cover of £5 million GBP in respect of any one incident | To pass all individual members of the consortium **must have in place** and provide the policy number for their **Professional Indemnity insurance** which has a minimum cover of £5 million GBP in respect of any one incident | Pass/Fail |
| 2.13 | C2-Q2-3-2 Professional Indemnity Insurance  | To pass the individual company must provide information on the limit of indemnity within their Professional Indemnity insurance. | To pass all individual members of the consortium must provide information on the limit of indemnity within their Professional Indemnity insurance. | Pass/Fail |
| 2.14 | C2-Q2-3-3 Professional Indemnity Insurance  | To pass the individual company must provide information on the excess within their Professional Indemnity Insurance. | To pass all individual members of the consortium must provide information on the excess within their Professional Indemnity Insurance. | Pass/Fail |
| 2.15 | C2-Q2-3-4 Professional Indemnity Insurance  | To pass the individual company must provide information on the expiry date for their Professional Indemnity insurance. | To pass all individual members of the consortium must provide information on the expiry date for their Professional Indemnity insurance. | Pass/Fail |
| **PAS 91 PQQ Section Reference:****Table 3: Business and Professional Standing** |
| 3.1-3.3 | C3-Q1 to Q3 | To pass the individual must not have anything that would bar them from being suitable to bid for this work. | To pass any individual from any and all consortium member’s individual companies must not have anything that would bar any individual from being suitable to bid for this work. | Pass/Fail |
| **PAS 91 PQQ Section Reference:****Table 4: Health & Safety Policy and Capability** |
| 4.1 | **NOT BEING USED** |
| 4.2-4.3 | C4-Q1-1bC4-Q1-1c | To pass the individual company must confirm it meets the exemption criteria and provide the supporting certificates or evidence. Acceptable exemption includes being a current member of Safety Schemes in Procurement (SSIP) or holds a current UKAS or equivalent independent third party certificate of compliance with BS OHSAS 18001 at the closing date for the tender.If your company cannot claim the exemption your company - needs to pass the award criteria C4 – Q3 to C4-Q14 (Construction only) and for Design and Build contracts the additional requirements in C4-Q15 to C4-Q17 (Designers) below.At the closing date for tenders BCC will refer to the current list of SSIP compliant companies for the assessment which the list of SSIP approved companies can be found at <http://www.ssip.org.uk/docs/SSIPForumMembership.pdf> | To pass each individual member of the consortium must confirm it meets the exemption criteria and provide the supporting certificates or evidence. Acceptable exemption includes being a current member of Safety Schemes in Procurement (SSIP) or holds a current UKAS or equivalent independent third party certificate of compliance with BS OHSAS 18001 at the closing date for the tender.If an individual member of the consortium cannot claim the exemption that individual company - needs to pass the award criteria C4 – Q3 to C4-Q14 (Construction only) and for Design and Build contracts the additional requirements in C4-Q15 to C4-Q17 (Designers) below.At the closing date for tenders BCC will refer to the current list of SSIP compliant companies for the assessment which the list of SSIP approved companies can be found at <http://www.ssip.org.uk/docs/SSIPForumMembership.pdf> | Pass/Fail |
| 4.4 | C4-Q2-a | To pass the individual company must answer the question and supply all the required information. | To pass all individual members of the consortium must answer the question and supply all the required information. | Pass/Fail |
| 4.5 | C4-Q2-b | To pass the individual company must answer the question and supply all the required information. | To pass all individual members of the consortium must answer the question and supply all the required information. | Pass/Fail |
| 4.6 | C4-Q3 | To pass the individual company must have a policy and organisation for health and safety management and supply evidence to support their reply.Companies with fewer than five employees are not legally required to have a documented policy statement. If a contractor is in this category it does not have to write down its policy, organisation or arrangements. However, to pass, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the work within this tender and assessment of their company’s competence would be made easier if procedures are clear and accessible and provided as evidence in order to demonstrate their company’s competence. | To pass all individual members of the consortium must have a policy and organisation for health and safety management and supply evidence to support their reply.Individual companies within the consortium with fewer than five employees are not legally required to have a documented policy statement. If a contractor is in this category it does not have to write down its policy, organisation or arrangements. However, to pass, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the work within this tender and assessment of their company’s competence would be made easier if procedures are clear and accessible and provided as evidence in order to demonstrate their company’s competence. | Pass/Fail |
| 4.7 | C4-Q4 | To pass the individual company must have measures that are effective in reducing and preventing health and safety incidents, occupational ill-health and accidents. Also, individual company will need to supply evidence of such measures in order to pass this question.Companies with fewer than five employees are not legally required to have a documented policy statement. If a contractor is in this category it does not have to write down its policy, organisation or arrangements. However, to pass, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the work within this tender and assessment of their company’s competence would be made easier if procedures are clear and accessible and provided as evidence in order to demonstrate their company’s competence. | To pass all individual members of the consortium must have measures that are effective in reducing and preventing health and safety incidents, occupational ill-health and accidents. Also, individual members of the consortium will need to supply evidence of such measures in order to pass this question.Individual companies within the consortium with fewer than five employees are not legally required to have a documented policy statement. If a contractor is in this category it does not have to write down its policy, organisation or arrangements. However, to pass, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the work within this tender and assessment of their company’s competence would be made easier if procedures are clear and accessible and provided as evidence in order to demonstrate their company’s competence. | Pass/Fail |
| 4.8 | C4-Q5 | To pass the individual company must demonstrate and provide evidence that they have access to competent health and safety advice / assistance both in the general and construction sector. | To pass all individual members of the consortium must demonstrate and provide evidence that they have access to competent health and safety advice / assistance both in the general and construction sector. | Pass/Fail |
| 4.9 | C4-Q6 | To pass the individual company must demonstrate and provide evidence that they provide suitable health and safety training and information to their staff and workforce. | To pass all individual members of the consortium must demonstrate and provide evidence that they provide suitable health and safety training and information to their staff and workforce. | Pass/Fail |
| 4.10 | C4-Q7 | To pass the individual company must provide a positive answer that their staff and workforce have health and safety or other relevant qualifications and experience sufficient to implement your company’s Health and Safety policy if your company is requested to do so by an officer from Bristol City Council during a site visit or any meeting in connection with this tender. | To pass all individual members of the consortium must provide a positive answer that their staff and workforce have health and safety or other relevant qualifications and experience sufficient to implement the individual members Health and Safety policy if that individual member company is requested to do so by an officer from Bristol City Council during a site visit or any meeting in connection with this tender. | Pass/Fail |
| 4.11 | C4-Q8 | To pass the individual company must demonstrate and provide evidence that they have ongoing systems for monitoring health and safety procedures and updating the policy and arrangements as necessary. | To pass all individual members of the consortium must demonstrate and provide evidence that they have ongoing systems for monitoring health and safety procedures and updating the policy and arrangements as necessary. | Pass/Fail |
| 4.12 | C4-Q9 | To pass the individual company must demonstrate and provide evidence that they have in place means of consulting with their staff and workforce on health and safety matter and show how staff and workforce comments, including complaints are taken into account. | To pass all individual members of the consortium must demonstrate and provide evidence that they have in place means of consulting with their staff and workforce on health and safety matter and show how staff and workforce comments, including complaints are taken into account. | Pass/Fail |
| 4.13 | C4-Q10 | To pass the individual company must provide access to their records for accident rates and frequency for all RIDDOR reportable events for the last three years from the closing date of this tender. Also the individual company must demonstrate that it has systems in place to review significant accidents and events and what action was taken in response to any enforcement. | To pass all individual members of the consortium must provide access to their records for accident rates and frequency for all RIDDOR reportable events for the last three years from the closing date of this tender. Also the individual member company must demonstrate that it has systems in place to review significant accidents and events and what action was taken in response to any enforcement. | Pass/Fail |
| 4.14 | C4- C11 | To pass the individual company must provide a positive answer that their suppliers apply health and safety measures to a standard appropriate for this tender and can provide such evidence on request by an officer from Bristol City Council during a site visit or any meeting in connection with this project. | To pass all individual members of the consortium must provide a positive answer that their suppliers apply health and safety measures to a standard appropriate for this tender and can provide such evidence on request by an officer from Bristol City Council during a site visit or any meeting in connection with this project. | Pass/Fail |
| 4.15 | C4-Q12 | To pass the individual company must provide a positive answer that they operate a process of risk assessment capable of supporting safe methods of work, where necessary, and can provide such evidence on request by an officer from Bristol City Council during a site visit or any meeting in connection with this project.Companies with fewer than five employees are not legally required to have a documented policy statement. If a contractor is in this category it does not have to write down its policy, organisation or arrangements. However, to pass, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the work within this tender and assessment of their company’s competence would be made easier if procedures are clear and accessible and provided as evidence in order to demonstrate their company’s competence. | To pass all individual members of the consortium must provide a positive answer that they operate a process of risk assessment capable of supporting safe methods of work, where necessary, and can provide such evidence on request by an officer from Bristol City Council during a site visit or any meeting in connection with this project.Individual companies within the consortium with fewer than five employees are not legally required to have a documented policy statement. If a contractor is in this category it does not have to write down its policy, organisation or arrangements. However, to pass, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the work within this tender and assessment of their company’s competence would be made easier if procedures are clear and accessible and provided as evidence in order to demonstrate their company’s competence. | Pass/Fail |
| 4.16 | C4-Q13 | To pass the individual company must provide an explanation of how co-operation and co-ordination of work has been achieved in practice. | To pass all individual members of the consortium must provide an explanation of how co-operation and co-ordination of work has been achieved in practice. | Pass/Fail |
| 4.17 | C4-Q14 | To pass the individual company must demonstrate and provide evidence that they have arrangements for ensuring that on-site welfare provision meets legal requirements of your employees. | To pass all individual members of the consortium must demonstrate and provide evidence that they have arrangements for ensuring that on-site welfare provision meets legal requirements of your employees. | Pass/Fail |
| 4.18 | C4-Q15 | To pass the individual company must demonstrate and provide evidence of your CPD programme and or examples of training and development plans. Also, how your organisation obtains health and safety information, including how company health check the technical knowledge and understanding of developments in construction. | To pass all individual members of the consortium must demonstrate and provide evidence of your CPD programme and or examples of training and development plans. Also, how the individual company within the consortium obtains health and safety information, including how company health check the technical knowledge and understanding of developments in construction. | Pass/Fail |
| 4.19 | C4-Q16 | To pass the individual company must demonstrate and provide evidence of arranging health and safety risk reduction meetings and how co-operation and co-ordination was achieved through the design work. | To pass all individual members of the consortium must demonstrate and provide evidence of arranging health and safety risk reduction meetings and how co-operation and co-ordination was achieved through the design work. | Pass/Fail |
| 4.20 | C4-Q17 | To pass the individual company must demonstrate and provide evidence of systems of checking, reviewing and where necessary improvements to your health and safety performance. | To pass all individual members of the consortium must demonstrate and provide evidence of systems of checking, reviewing and where necessary improvements to your health and safety performance. | Pass/Fail |
| **PAS 91 PQQ Section Reference:****Table 5: Equal Opportunity and Diversity Policy and Capability** |
| 5.1 | O1-Q1 | To pass individual company must demonstrate provide evidence that they meet the requirements of the positive equality duties in relation to the Equalities Act 2010. | To pass all individual member of the consortium must provide evidence that they meet the requirements of the positive equality duties in relation to the Equalities Act 2010. | Pass/Fail |
| 5.2 | O1-Q2 | To pass the individual company must provide a positive answer that they comply with anti-discrimination legislation and treat all people fairly and equally. | To pass all individual members of the consortium must provide a positive answer that they comply with anti-discrimination legislation and treat all people fairly and equally. | Pass/Fail |
| 5.3 | O1-Q3 | To pass the individual company must provide a positive answer that in the last three years they have not had any finding of unlawful discrimination been made against their organisation by any court or industrial or employment tribunal or equivalent body. | To pass all individual members of the consortium must provide a positive answer that they have not had any finding of unlawful discrimination been made against their organisation by any court or industrial or employment tribunal or equivalent body. | Pass/Fail |
| 5.4 | O1-Q4 | To pass the individual company must provide a positive answer that in the last three years the organisation has not been subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination. | To pass all individual members of the consortium must provide a positive answer that in the last three years the organisation has been subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination. | Pass/Fail |
| 5.5 | O1-Q5 | To pass the individual company must provide a positive answer that in the last three years the organisation has not been found in breach of section 15 of the Immigration, Asylum and Nationality Act 2006. | To pass all individual members of the consortium must provide a positive answer that in the last three years the organisation has not been found in breach of section 15 of the Immigration, Asylum and Nationality Act 2006. | Pass/Fail |
| 5.6 | O1-Q6 | To pass the individual company must provide a positive answer that in the last three years the organisation has not been found in breach of section 21 of the Immigration, Asylum and Nationality Act 2006. | To pass all individual members of the consortium must provide a positive answer that in the last three years the organisation has not been found in breach of section 21 of the Immigration, Asylum and Nationality Act 2006. | Pass/Fail |
| 5.7 | O1-Q7 | To pass the individual company must provide a positive answer that in the last three years the organisation has not been found to be in breach of the National Minimum Wage Act 1998. | To pass all individual members of the consortium must provide a positive answer that in the last three years the organisation has not been found to be in breach of the National Minimum Wage Act 1998. | Pass/Fail |
| 5.8 | O1-Q8 | If you answer ‘no’ or ‘none’ your company will pass subject to BCC checking your reply with an appropriate third party.If yes is answered BCC reserves the right to exclude an individual organisation if BCC is not satisfied that adequate steps have been taken as a result of a finding or investigation detailed. | If you answer ‘no’ or ‘none’ your company will pass subject to BCC checking your reply with an appropriate third party.If yes is answered BCC reserves the right to exclude the consortium if BCC is not satisfied that adequate steps have been taken as a result of a finding or investigation detailed. | Pass/Fail |
| 5.9 | O1-Q9 | To pass the individual company must provide copies of any relevant policies or written statement/ evidence of relevant actions. | To pass all individual members of the consortium must provide copies of any relevant policies or written statement/ evidence of relevant actions, | Pass/Fail |
| 5.10 | O1-Q10 | In respect of O1-Q10 -1 to pass the individual company must provide copies of any relevant guidance or written statement/evidence of relevant actions.In respect of O1-Q10-2, to pass the individual company must provide copies of any relevant guidance, policies, or written statement/ evidence of relevant actions.In respect of O1-Q10-3, to pass the individual company must provide copies of any relevant advertisement or written statement/evidence of relevant actions. | In respect of O1-Q10 -1 to pass all individual members of the consortium must provide copies of any relevant policies or written statement/ evidence of relevant actions.In respect of O1-Q10 -2 to pass all individual members of the consortium must provide copies of any relevant policies or written statement/ evidence of relevant actions.In respect of O1-Q10 -3 to pass all individual members of the consortium must provide copies of any relevant advertisement or written statement/evidence of relevant actions. | Pass/Fail |
| **PAS 91 PQQ Section Reference:****Table 6: Environmental Management Policy and Capability** |
| 6.1 | O2-Q1 | To pass an individual company should either provide a copy of UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 or a valid EMAS certificate. All certificates must be valid and within date on the day the bids close for this tender.If your company cannot claim the above exemption then your company need to pass the following award criteria, O2-Q2-Q6 below. | To pass all individual members of the consortium should either provide a copy of UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 or a valid EMAS certificate. All certificates must be valid and within date on the day the bids close for this tender.If an individual member of the consortium cannot claim the above exemption that individual company need to pass the following award criteria, O2-Q-Q6 below. | Pass/Fail |
| 6.2 | O2-Q2 | To pass the individual company must provide evidence that you or your organisation has an environmental management policy authorised 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 organisation. | To pass all individual members of the consortium must provide a positive answer for the management of construction related environmental issues. | Pass/Fail |
| 6.3 | O2-Q3 | To pass the individual company must provide evidence that your organisation’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. | To pass all individual members of the consortium must provide a positive answer in effectively reducing and preventing significant impact on the environment by demonstrating how the company discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce. | Pass/Fail |
| 6.4 | O2-Q4 | To pass the individual company must provide a positive evidence that your organisation 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. | To pass all individual members of the consortium must provide answer on how their employees, which are engage in construction, receive training and information on construction related environmental issues thereby demonstrating your workforce has sufficient skills and understanding to carry out their various environmental duties. | Pass/Fail |
| 6.5 | O2-Q5 | To pass the individual company must provide evidence that your organisation has a system for monitoring environmental management procedures on an ongoing basis and for updating them at periodic interval. | To pass all individual members of the consortium must provide a positive answer and demonstrate how they check, review and where necessary improve their environmental management performance. | Pass/Fail |
| 6.6 | O2-Q6 | To pass the individual company must provide a positive answer and demonstrate how they ensure that their suppliers apply environmental protection measures that are appropriate for the activity for which they have been engaged | To pass all individual members of the consortium must provide a positive answer and demonstrate how they ensure that their suppliers apply environmental protection measures that are appropriate for the activity for which they have been engaged. | Pass/Fail |
| **PAS 91 PQQ Section Reference:****Table 7: Quality Management Policy and Capability** |
| 7.1 | O3-Q1 | To pass the individual company should either provide a copy of UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 9001. The certificate must be valid and within date on the day the bids close for this tender.If your company cannot claim the above exemption then your company need to pass the following award criteria, O3-Q2-Q6 below. | To pass all individual members of the consortium should either provide a copy of UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 9001. The certificate must be valid and within date on the day the bids close for this tender.If an individual member of the consortium cannot claim the above exemption that individual company need to pass the following award criteria, O3-Q-Q6 below. | Pass/Fail |
| 7.2 | O3-Q2 | To pass the individual company must provide evidence that your organisation 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 organisation | To pass all individual members of the consortium must provide a positive answer and demonstrate that they have a quality management policy owned and reviewed periodically at senior management level or above that is relevant to the nature and scale of the work to be undertaken and sets out responsibilities for quality management throughout the company. | Pass/Fail |
| 7.3 | O3-Q3 | To pass the individual company must provide evidence that your organisation keeps copies of documentation setting out quality management organisation and procedures that meet currently agreed good practice. These should include the arrangements for quality management throughout the organisation. 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 | To pass all individual members of the consortium must provide a positive answer and demonstrate your quality management processes, including the quality of construction outputs and general performance, is effective in reducing and preventing incidents of sub-standard delivery with clear indication of how these arrangements are communicated to the workforce and sub-contractors etc. | Pass/Fail |
| 7.4 | O3-Q4 | To pass the individual company must provide evidence that your organisation 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. | To pass all individual members of the consortium must provide a positive answer and demonstrate that it has in place and implements training arrangements to ensure that its workforce, sub-contractors and suppliers have the required knowledge about quality related issues including training manuals and training records. | Pass/Fail |
| 7.5 | O3-Q5 | To pass the individual company must provide evidence that your organisation has a system for monitoring quality management procedures on an on-going basis. Your organisation should be able to provide evidence of systematic, periodic review and improvement of quality in respect of construction output and general performance. | To pass all individual members of the consortium must provide a positive answer and demonstrate how they check, review and where necessary improve their quality performance. | Pass/Fail |
| 7.6 | O3-Q6 | To pass the individual company must provide evidence that your organisation 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 organisations supply chain. | To pass all individual members of the consortium must provide a positive answer and demonstrate how they ensure that their sub-contractors and suppliers apply quality management measures that are appropriate for the activity for which they have been engaged. | Pass/Fail |
| **PAS 91 PQQ Section Reference:****Table 8: Building Information Modelling, Policy and Capability** |
| **NOT BEING USED** |
| **PAS 91 PQQ Section Reference:****Section /Table 9 Core Question Module C3 for Public Sector procurement – ESPD option, Grounds for mandatory exclusion and non-payment of tax and social security contributions (mandatory and discretionary exclusion)** |
| 9.1 | C3-QP1ESPD Option | The questions in this module (Tables 9 and 10) need not be completed if you have provided a completed and signed European Single Procurement Document (ESPD). |  | Info Only |
| 9.2-9.9 | C3-QP2-1 toC3-QP2-8 | To pass there must not be anything that would bar the individual company from tendering or make it an unsuitable applicant as set out in Regulation 57 (1 and 2) of the Public Contracts Regulations 2015. | To pass there must not be anything that would bar individual members of a consortium from tendering or make it an unsuitable applicant as set out in Regulation 57 (1 and 2) of the Public Contracts Regulations 2015. This criteria applies to the individual members of a consortium and to any envisaged sub-contractor of the Consortium. | Pass/Fail |
| 9.10 | C3-QP2-9 | If the individual company answered ‘no to questions **C3 QP2**-1 to **C3 QP2-8** to pass state ‘N/A’.If the individual company answered ‘yes’ to any of questions **C3-QP2-1** to **C3-QP2-8**, to pass provide further details for each such question, including:* date of conviction and the jurisdiction;
* which of the grounds listed the conviction was for;
* the reasons for conviction;
* the identity of who has been convicted.

If the relevant documentation is available electronically, provide:* the web address;
* issuing authority;
* precise reference of the documents.

BCC reserve the right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the non-payment of taxes or social security contributions. | If all individual consortium members answer ‘no to questions **C3 QP2**-1 to **C3 QP2-8** to pass state ‘N/A’.If any individual consortium members answer ‘yes’ to any of questions **C3-QP2-1** to **C3-QP2-8**, to pass provide further details for each such question, including:* date of conviction and the jurisdiction;
* which of the grounds listed the conviction was for;
* the reasons for conviction;
* the identity of who has been convicted.

If the relevant documentation is available electronically, provide:* the web address;
* issuing authority;

precise reference of the documentsBCC reserve the right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the non-payment of taxes or social security contributions. | Pass/Fail |
| 9.11 | C3-QP2-10 | If the individual company answered ‘no to questions **C3 QP2**-1 to **C3 QP2-8** to pass state ‘N/A’.If you have answered ‘Yes’ to any of the questions C3-QP2-1 to C3-QP2-8, to passexplain, for each such question, what measures have been taken todemonstrate the reliability of the organization despite the existence ofrelevant grounds for exclusion (self-cleaning - see Regulation 57 (13 to 17)of the Public Contracts Regulations 2015).BCC reserve the right to use our discretion to exclude an individual company from this procurement process if the company has been convicted of any of the listed offences and the Council is not satisfied that adequate self-cleaning has been carried out by the bidder (the legal entity). | If all individual consortium members answer ‘no to questions **C3 QP2**-1 to **C3 QP2-8** to pass state ‘N/A’.If any individual consortium members answer ‘yes’ to any of questions **C3-QP2-1** to **C3-QP2-8**, to pass for each such question, what measures have been taken todemonstrate the reliability of the organization despite the existence ofrelevant grounds for exclusion (self-cleaning - see Regulation 57 (13 to 17)of the Public Contracts Regulations 2015).BCC reserve the right to use our discretion to exclude to exclude a consortium from this procurement process if any individual members have been convicted of any of the listed offences and the Council is not satisfied that adequate self-cleaning has been carried out by the bidder (the legal entity).to  | Pass/Fail |
| 9.12-9.16 | C3-QP3-1 to3-QP3-3(c) | To pass there must not be anything that would bar the individual company from tendering or make it an unsuitable applicant as set out in Regulation 57 (3 and 4) of the Public Contracts Regulations 2015. | To pass there must not be anything that would bar individual members of a consortium from tendering or make it an unsuitable applicant as set out in Regulation 57 (3 and 4) of the Public Contracts Regulations 2015. This criteria applies to the individual members of a consortium and to any envisaged sub-contractor of the Consortium. | Pass/Fail |
| 9.17 | **C3-QP-4** | If the individual company answered ‘Yes’ to question **C3 QP3-1** and ‘No’ to questions **C3 QP3-2 to C3-QP3-3(c)** to pass state ‘N/A’.If the company has answered ‘No’ to **C3-QP3-1** and/or ‘Yes’ to any of questions C3-**QP3-2** to **C3-QP3-3(c**), to pass provide further details for each instance, including:• whether you believe there to be any overriding reasons for nonpayment;• the country or state concerned;• the amount concerned;• details of the means for a ‘No’ response to question C3-QP3-1 (if notincluded the response to C3-QP3-2 or C3-QP3-3(a) (b) or (c));• the date of the conviction or decision (if applicable);• in case of a conviction, insofar as established directly therein, the lengthof the period of exclusion;• whether you have paid, or have entered into a binding arrangementwith a view to paying, “the taxes or social security contributions due”including where applicable any interest accrued and/or fines; and• if the relevant documentation is available electronically indicate theweb address, issuing authority or body and precise reference of thedocument.BCC reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriatemeans that you are in breach of your obligations relating to the non-payment of taxes or social securitycontributions. | If all individual consortium members answered Yes’ to question **C3 QP3-1** and ‘No’ to questions **C3 QP3-2 to C3-QP3-3(c)** to pass state ‘N/A’.If any individual consortium members answered ‘No’ to **C3-QP3-1** and/or ‘Yes’ to any of questions **C3-****QP3-2** to **C3-QP3-3(c**), to pass provide further details for each instance, including:• whether you believe there to be any overriding reasons for nonpayment;• the country or state concerned;• the amount concerned;• details of the means for a ‘No’ response to question C3-QP3-1 (if notincluded the response to C3-QP3-2 or C3-QP3-3(a) (b) or (c));• the date of the conviction or decision (if applicable);• in case of a conviction, insofar as established directly therein, the lengthof the period of exclusion;• whether you have paid, or have entered into a binding arrangementwith a view to paying, “the taxes or social security contributions due”including where applicable any interest accrued and/or fines; and• if the relevant documentation is available electronically indicate theweb address, issuing authority or body and precise reference of thedocument.BCC reserve the right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the non-payment of taxes or social security contributions. |  |
| **PAS 91 PQQ Section Reference:****Table 10: Core Question Module C3 for Public Sector procurement – Discretionary exclusion** |
| 10.1-10.8 | C3-QP4 -1 to C3-QP4-8(e) | To pass there must not be anything that would bar the individual company from tendering or make it an unsuitable applicant as set out in Regulation 57 (8) of the Public Contracts Regulations 2015. | To pass there must not be anything that would bar individual members of a consortium from tendering or make it an unsuitable applicant as set out in Regulation 57 (3 and 4) of the Public Contracts Regulations 2015. This criteria applies to the individual members of a consortium and to any envisaged sub-contractor of the Consortium. | Pass/Fail |
| **10.9** | C3-QP4 -9 | If the individual company has answered ‘No’ to questions C3- QP4-1 to C3-QP4-8(e),to pass state ‘N/A’.If the company has answered ‘Yes’ to any of questions C3- QP4-1 to C3-QP4-8(e),to pass provide• details of the circumstances;• explain what measures have been taken to demonstrate the reliability ofthe organization despite the existence of a relevant ground for exclusion(Self-cleaning - see Regulation 57 (13 to 17) of the Public ContractsRegulations 2015);• if relevant documentation is available electronically, indicate theweb address, issuing authority or body and precise reference of thedocument.BCC reserves the right to exclude an individual company if there is anything in the responses to this question that apply to the company as the applicant or to members of any applicant Group or any envisaged sub-contractor, which would allow discretionary exclusion of an individual company from tendering as set out in Regulation 57 (8) of the Public Contracts Regulations 2015. | If all individual consortium members answered ‘No’ to questions C3- QP4-1 to C3-QP4-8(e),topass state ‘N/A’.If If any individual consortium members answered ‘Yes’ to any of questions C3- QP4-1 to C3-QP4-8(e),to pass provide• details of the circumstances;• explain what measures have been taken to demonstrate the reliability ofthe organization despite the existence of a relevant ground for exclusion(Self-cleaning - see Regulation 57 (13 to 17) of the Public ContractsRegulations 2015);• if relevant documentation is available electronically, indicate theweb address, issuing authority or body and precise reference of thedocument.BCC reserves the right to exclude a Consortium if there is anything in the responses to this question that apply to any individual members of the consortium or any envisaged sub-contractor, which would allow discretionary exclusion of a Consortium from tendering as set out in Regulation 57 (8) of the Public Contracts Regulations 2015. |  |
| **PAS 91 PQQ Section Reference:****Table 11: Core Question Module C3 for Defence and Security Public Contract Regulations 2011 Part 4 Regulation 23(1) – Mandatory exclusion** |
| **NOT BEING USED** |
| **PAS 91 PQQ Section Reference:****Table 12: Core Question Module C3 for Defence and Security Public Contract Regulations 2011 Regulation 23(4) – Discretionary exclusion** |
| **NOT BEING USED** |
| **PAS 91 PQQ Section Reference:****Table 13: Supplementary or additional questions** |
| 13.1 | SUP - S1-Q1Do you and/or yourcompany have thenecessary technicalfacilities to fabricate,supply and deliver thesupplies and servicesthat are the subject ofthis prequalificationquestionnaire? | BCC require the Lift Refurbishment element of works to be carried out by Direct Labour workforce, demonstrate you have the necessary workforce to undertake these duties. Bidders are to highlight which elements of works will be sub-contracted | To pass the bidder is required to submit an organisational chart demonstrating which employees will be applied to the Contract.A statement of the professionalqualifications held by you and/orother members of staff/workforcewithin your company who willbe responsible for providingthe services or carrying out theactivities that are the subject ofthis prequalification questionnaire. | Pass/Fail |
| 13.2 | SUP -S1-Q2 Have you and/or yourcompany carried outactivities of the sameor similar nature to thatwhich is the subject ofthis prequalificationquestionnaire? | A list of relevant activities carriedout over the past 3 years togetherwith evidence of satisfactorycompletion for the most importantof those activities, indicating ineach case:i) project size (e.g. by value); andii) when and where the work orworks were carried out. At least one reference will be required to support works were completed to a satisfactory level.  | To pass the bidder is required to. demonstrate the following requirements from previous activities:Working within the social housing sector.Refurbishment and modernisation of lifts in high rise buildings plus values of contractsManaging expectation and varying needs of customers | Pass/Fail |
| 13.3 | SUP S1-Q3 Blacklisting | To pass the individual company must confirm blacklists are not used. If blacklists have previously been used evidence of adequate self-cleaning must be provided.BCC reserves the right to exclude an individual company from this procurement process if the company has previously used ‘Blacklists’ and the Council is not satisfied that adequate self-cleaning has been carried out by the bidder (the legal entity that has expressed an interest in this tender). | To pass all individual members of the consortium must confirm blacklists are not used. If blacklists have previously been used evidence of adequate self-cleaning must be provided.BCC reserves the right to exclude the whole Consortium if there is anything in the responses to this question that apply to any individual members of the consortium that a member has used ‘Blacklists’ and the Council is not satisfied that adequate self-cleaning has been carried out by individual member (the legal entity that has expressed an interest in this tender). | Pass/Fail |
| 13.4 | SUP S1-Q4 –Q6Living Wage | In accordance with the Council’s aspirations and objectives and its obligations under the Public Services (Social Value Act) 2012 we recommend the adoption of the Living Wage to our contractors and suppliers.In accordance with the Council’s aspirations and objectives and its obligations under the Public Services (Social Value Act) 2012 we recommend the adoption of the Living Wage to our contractors and suppliers This information will not be evaluated (i.e. it will not be used when deciding who to award the contract to); however it is mandatory to complete the question(s) | This information will not be evaluated (i.e. it will not be used when deciding who to award the contract to); however it is mandatory to complete the question(s) | Pass/Fail |
| 13.5 | SUP S1 –Q7Bristol Pound | The individual company must complete this question. This information will not be evaluated (i.e. it will not be used when deciding who to award the contract to); however it is mandatory to complete the question. | The consortium must complete this question. This information will not be evaluated (i.e. it will not be used when deciding who to award the contract to); however it is mandatory to complete the question.This information will not be evaluated (i.e. it will not be used when deciding who to award the contract to); however it is mandatory to complete the question. | Pass/Fail |
| 13.6 | SUP S1-Q8GDPR | To pass the individual must provide details of the technical facilities and measures (including systems andprocesses) you have in place, or will have in place by contract award. | To pass the consortium must provide details of the technical facilities and measures (including systems andprocesses) is has in place, or will have in place by contract award. | Pass/Fail |
| 13.7 | SUP S1-Q9Non-collusion and Canvass Certs | To pass the individual company must populate and upload completed non-collusion and canvassing certificates. | To pass the consortium must populate and upload completed non-collusion and canvassing certificates. | Pass/Fail |
| 13.8 | SUP S1-Q10Construction Charter | To pass the individual company must confirm acceptance to working toward principles as set out within the attached Construction Charter. | To pass the consortium must confirm acceptance to working toward principles as set out within the attached Construction Charter. | Pass/Fail |
| **Section 14: Declaration** |
| 14.1-14.2 |  | To pass the individual company must populate declaration questions | To pass the consortium must populate declaration questions | Pass/Fail |

**Financial Standing Appraisal**

The Financial Information provided will be used by the Authority to assess whether the bidders possess the necessary economic and financial capacity to perform the contract.

When undertaking the assessment, the Council looks at the Bidders’ most recent financial statements along with those of any ultimate parent company (if applicable). These would be checked for general audit issues and then analysed to give an indication of profitability, net worth, liquidity, capacity and general stability.

The Authority reserves the right to use a variety of indicators as it considers appropriate including those from credit agencies. The Authority will also consider any additional information submitted by the applicant should the applicant consider this necessary for the Authority to have a fuller understanding of its financial position. This may be appropriate, for example, to obtain a fuller understanding of an applicant’s financial structure or funding arrangements. The Authority would expect any such information to be verified by an independent source, for example, the applicant’s auditors. Furthermore the Authority may (but is under no obligation) request further information or explanation from a bidder.

Initially basic checks are made on a bidder’s name and any relevant registration details (e.g. registered number at Companies House). The Authority would check whether the bidder is trading or dormant and whether it has a parent company. The status of the financial statements is also determined to check whether information submitted is for the last accounting period.

When considering profitability the Authority looks at whether the organisation has made a profit or a loss in the year, which indicates the efficiency of the organisation. A loss in the year would be looked at in conjunction with the balance sheet resources available to cover this loss.

The Authority would look at the bidder’s balance sheet and determine the net worth of the organisation and that element that can be mobilised in a financial crisis. To do this the Authority looks at net assets and also at the net tangible worth (excluding intangible assets) of the organisation.

When looking at liquidity the Authority uses the current ratio and the acid test ratio. The current ratio is a measure of financial strength and addresses the question of whether the bidder has enough current assets to meet the payment schedule of its current debts with a margin of safety for possible losses in current assets. The Acid Test ratio measures liquidity and excludes stock to just really include liquid assets. Generally the Authority would expect a bidder to have a current ratio of at least 1:1.

Contract limit is the size of contract that is considered ‘safe’ to award to a bidder, based on a simple comparison of the estimated annual contract value to the annual turnover of the organisation. This gives an idea of financial strength to ensure that the bidder can cope financially with this size of contract. The Authority assesses the capacity issue of whether the bidder has the resources to carry out the work and also considers whether the bidder will become over-dependant on the contract in question. Generally the Authority would expect a bidder to have a turnover of two times the annual contract value.

The Authority would consider all of the above in relation to the bidder and that of any ultimate parent company and then a judgement would be made as to the risk that the organisation would represent to the Authority. If the Authority decides that the financial and economic standing of the bidder represents an unacceptable risk to the Authority then the bidder will be excluded from further consideration in this process.