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**Ref: 1044**

**PQQ for**

**Fire Safety Works**

**Phase 2 Contract**

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**Pre-Qualification Questionnaire**

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All pre-qualification questionnaire documents and submissions will be treated as strictly private and confidential

**London Borough of Ealing Pre-Qualification Questionnaire**

Fire Safety Works Phase 2

Contract(1044)

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| In accordance with the provisions of Regulation 53 of the Public Contracts Regulations 2015, the London Borough of Ealing has made available the full suite of procurement documents from the publication date of the OJEU notice.  For a **two-stage** process (i.e. **Restricted Tender**,organisations completing this Pre-Qualification Questionnaire should be aware that ITT (Invitation to Tender) documents are, at this stage, for information only and the Council reserves the right to make appropriate adjustments as necessary. It is, therefore, advisable that you do not complete these documents until your organisation receives formal confirmation that it has been invited to proceed to the tender stage. |

**1 Introduction**

1.1 Thank you for your expression of interest in bidding for the Fire Safety Works Phase 2 contract.

1.2 This Questionnaire has been issued by the London Borough of Ealing (“Ealing Council”, “the Council”, “the Authority”, “we”) as the public sector contracting authority, or anyone acting on behalf of the contracting authority, in the first stage of a competitive procurement process under the Public Contract Regulations 2015 (“the Regulations”), relevant case law, the Council’s Contract Procedure Rules and Financial Regulations:

1.2.1 to pre-qualify suppliers in a Restricted Procedure;

1.3 “You”, “Your organisation”, “Supplier”, “Provider”, or “Service provider” means the body completing these questions – **i.e., the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided.** The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

1.4 The Questionnaire gathers information which is used to assess your suitability as a potential Provider in terms of technical knowledge and experience, capacity, your organisation’s standing and financial ability to operate the contract to the Council’s requirements.

1.5 If your submission fails this stage, your PQQ will be eliminated and your organisation will not be invited to tender.

1.6 After submission, the Council will check that your PQQ is valid, complete and legally compliant with the European Union Procurement Directives 2014, the Public Contract Regulations 2015, relevant case law, the Council’s Contract Procedure Rules and Financial Regulations.

1.7 Only if it is valid, complete and compliant will an assessment of the PQQ be carried out against the evaluation criteria set out in paragraph 2.19 of this Note. Your organisation will be considered for shortlisting if it meets the minimum requirements in accordance with the published criteria.

1.8 Ealing Council reserves the right to retain all non-confidential material submitted, including that prepared for presentation purposes and display, or otherwise use the material as we may consider appropriate, at no cost to the Council.

**2 General Principles**

2.1 Whilst the Council reserves the right to request information at any time throughout the procurement process, we will nevertheless enable you to self-certify that there are no mandatory / discretionary grounds for excluding your organisation before proceeding to complete the Invitation to Tender / Invitation to Quote document, based on your self-certification.

2.2 Following the final tender evaluation, or sooner for the proper conduct of the procurement procedure, we will require from the successful bidder only evidence that the organisation can meet the specified requirements such as those set out in Section 5, relating to Technical and Professional Ability, and Section 6, Additional PQQ Modules – these being Project Specific Questions, Insurance; Compliance with Equality Legislation; Sustainability; and paying the London Living Wage.

2.3 You should be aware that the grounds for mandatory and discretionary exclusion as set out in the Regulations will always be applied to any bidder and all members of a consortium bid, although not to subcontractors.

2.4 You are advised to consider the mandatory exclusion questions before completing the PQQ. If you cannot meet the requirements of every question in this section, your Questionnaire will not be evaluated further and your submission will be excluded.

2.5 It will be made clear to you if certain questions are sufficiently critical that an unsatisfactory answer may lead to exclusion, irrespective of the score for the rest of the PQQ.

2.6 You must ensure that all questions are completed in full, in the format requested and in English. Failure to do so may result in your submission being disqualified. If a question does not apply to your organisation, please state clearly “N/A”.

2.7 Should you need to attach additional appendices in responding to the questions, they should be numbered clearly and correspond to the relevant question(s), and listed as part of the Declaration at the end of the PQQ. A template for providing additional information can be found at the end of this document.

2.8 Please complete the online pre-qualification questionnaire via the London Tenders Portal and submit it, together with any requested supporting information, by the due date for return. The deadline for submission will be publicised online and is below. Any submissions not received online via the London Tenders Portal will be rejected.

|  |  |
| --- | --- |
| **Name of contracting authority** | The London Borough of Ealing |
| **Name of Procurement Manager** | Abigail Acosta |
| **Electronic Portal** | https://londontenders.org |
| **Deadline for Receipt of PQQ**  **(UK date and time)** | **11th January 2015 by 17:00 hours GMT / BST** |

2.9 If your organisation is proposing to use one or more sub-contractors to deliver some, or all, of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model to include members of the supply chain, the percentage of work to be delivered by each sub-contractor and the key contract deliverables for which each sub-contractor will be responsible.

2.10 Whilst the Council recognises that sub-contractual arrangements may be subject to change, you should be aware that where your plans show sub-contractors playing a significant role in delivering the contract requirements, any changes to the proposed arrangements may affect your organisation’s ability to proceed with the procurement process, or to provide goods, works and / or services required.

2.11 You should, therefore, notify the Council immediately of any changes to your proposed sub-contractual arrangements and you should be aware that Ealing Council reserves the right to de-select your organisation prior to the award of any contract, based on an assessment of the updated information.

2.12 If your organisation is submitting this PQQ as part of a **Consortium**, you must ensure that you provide the following information:

2.12.1 names and organisational details of all consortium members;

2.12.2 details of the lead consortium member who will be contractually responsible for the service delivery – if the consortium is not proposing to create a separate legal entity;

2.12.3 if the consortium members are not proposing to form a separate legal entity, you must submit full details of the proposed arrangements as a separate Appendix.

2.13 You should be aware that the Council may require the consortium to assume a specific legal form should you be awarded the contract, to the extent that a specific legal form is deemed by the Council as being necessary for the satisfactory performance of the contract.

2.14 **All** members of the consortium will be required to provide the information required in **all** sections of the PQQ as part of a single composite response to the Authority. For the avoidance of doubt, each member of the consortium is required to complete the questionnaire individually. However, for the **scored questions** in sections 5 and 6, a joint response should be submitted.

2.15 The Council recognises that arrangements in relation to a consortium bid may be subject to change, and you should respond on the basis of the arrangements as they are currently envisaged.

2.16 You should be aware that Ealing Council reserves the right to de-select your consortium prior to the award of any contract, based on an assessment of the updated information.

2.17 All information provided by the Council, its agents or advisors in respect of this procurement is confidential.

2.18 When you provide details of contracts in response to Section 5 of the PQQ (Technical and Professional Ability), your organisation agrees to waive any contractual or other confidentiality rights and obligations that are associated with those contracts.

2.18.1 The Council reserves the right to contact the named Contract Managers in Section 5 in respect of the contracts cited as relevant examples of the present service requirements. For the avoidance of doubt, the named Contract Managers do not owe Ealing Council any duty of care, or have any legal liability, save for any deceitful or maliciously false statement of fact.

2.18.2 The Council confirms that it will keep confidential and not disclose to any third parties any information so obtained from the named Contract Managers other than where required by law for the prevention of fraud, and / or by the contracting authorities defined by the Regulations.

2.19 **Evaluation Methodology**

2.19.1 For the avoidance of doubt, the **scored** questions comprise the following:

2.19.1.1 the three (3) references sought for Technical and Professional Ability and questions 5.3 (Section 5);

2.19.1.2 each of the technical project-specific questions under Additional PQQ Modules (Section 6);

2.19.2 The weighted score for the references are derived from each of the referees rating your organisation’s performance across a number of criteria ranging from 0 to 5 (see paragraph 2.19.8). An average is calculated for each referee; the three sub-totals are added together and averaged again, then multiplied by the percentage weighting assigned to this question.

2.19.2.1 This score is added to the weighted score for the references and together are the total weighted percentage for Section 5 (Technical and Professional Ability).

2.19.3 The Technical Project-Specific questions is sub-sections of Section 6 (Additional PQQ Modules). However, irrespective of the value assigned to Section 6 **as a whole,** the weighted sub-totals of the Technical Project-Specific questions, together add up to 100 – if you achieve a perfect score in each sub-section.

2.19.4 The overall percentage weightings of Sections 5 and 6 also add up to 100.

2.19.5 This is how the weighted scores for Section 6 are calculated (Additional PQQ Modules) –

2.19.5.1 The Evaluator determines the individual **sub-weighting** for each of the questions, dependent on the number of Technical Project-Specific questions that have been set, which, together, add up to 100;

2.19.5.2 each question is scored between 0 and 5 (see paragraph 2.19.8) and multiplied by their respective percentage **sub-weighting;**

2.19.5.3 the weighted sub-totals in this section are added together and the result multiplied by the percentage weighting assigned to Section 6. This is the total weighted percentage for Section 6.

2.19.6 The final score is the aggregated total scores for the two sections (5 and 6), out of a weighted score of 100.

2.19.7 The table below shows the scoring criteria and the weighting assigned to each section and question, as applicable:

| **Section** | **Description** | **Weighted Score (%)** |
| --- | --- | --- |
| 1 | Organisational details | **For information only** |
| 2 | Mandatory exclusion questions | **Pass / fail** |
| 3 | Discretionary exclusion questions | **Pass / fail** |
| 4 | Economic and financial standing | **Pass / fail** |
| 5 | Technical and Professional Ability | **15 %** |
| References based on past contractual performance, 5.1 to 5.3 | **5% (individual sub-weighting)** |
| Explanation for not having any references, Q5.4 | **For information only** |
| 6 | Additional PQQ Modules | **85 %** |
| Technical Project-Specific Question 1 | **7 %** |
| Technical Project-Specific Question 2 | **5 %** |
| Technical Project-Specific Question 3 | **15 %** |
| Technical Project-Specific Question 4 | **9 %** |
| Technical Project-Specific Question 5 | **5 %** |
| Technical Project-Specific Question 6 | **15 %** |
| Technical Project-Specific Question 7 | **5 %** |
| Technical Project-Specific Question 8 | **10%** |
| Technical Project-Specific Question 9 | **5 %** |
| Technical Project-Specific Question 10 | **9%** |
| Insurance | **Self-certification** |
| Compliance with Equality legislation | **Self-certification** |
| Sustainability | **Self-certification** |
| London Living Wage, Q1 and Q2 | **For information only** |
| Health and Safety | **Pass / fail** |
| **“Pass / fail” questions** | | Applicants must **pass** all **“Pass / Fail”** questions of the PQQ |
| **Total Weighted Score (Sections 5 and 6)** | | **100 %** |
| **Qualifying threshold score to be shortlisted** | | Minimum **[60] %** (the combined scores at Section 5 (Technical & Professional Ability – references) and Section 6 (Additional PQQ Modules – Technical Project-Specific Questions and London Living Wage). |

2.19.8 The scored questions in Sections 5 and 6 – Technical and Professional Ability and Additional PQQ Modules – will be evaluated as follows:

|  |  |
| --- | --- |
| 0 | Completely fails to meet required standard or does not provide a proposal. |
| 1 | Proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other proposals. |
| 2 | Proposal falls short of achieving expected standard in a number of identifiable respects. |
| 3 | Proposal meets the required standard in most material respects, but is lacking or inconsistent in others. |
| 4 | Proposal meets the required standard in all material respects. |
| 5 | Proposal meets the required standard in all material respects and exceeds some or all of the major requirements. |

2.19.9 **Qualifying Threshold –**

2.19.9.1 Your organisation may be excluded from participating further in this procurement process if, having taken into account the references provided for Technical and Professional Ability (Section 5) and the responses given to the Technical Project-Specific questions at Section 6, the Council considers that you do not demonstrate sufficient technical capability to meet the minimum requirements.

2.19.9.2 For this purpose, the qualifying threshold that all bidders will be required to reach to be considered for shortlisting is **60%,** based on the combined scores for the references and responses as set out in paragraph 2.19.9.1 above.

2.19.10 All qualifying PQQs – ie, those received before the deadline, that are complete, valid, have met all pass / fail criteria and have equalled, or bettered, the Qualifying Threshold will be ranked in descending order of their respective final total score based on the combined scores for the references and responses as set out in paragraph 2.19.9.1 above.

2.19.13 Ealing Council shall notify all successful and unsuccessful candidates prior to inviting the qualifying organisations to tender.

**3 Guidance on Completing Each Section**

3.1 **Section 1 – Supplier Information**

3.1.1 This section is used to gather information and build up an understanding of the nature of your organisation as a legal entity participating in the procurement exercise, and the composition of your supply chain. It is for information only and will not be scored, but you could be excluded on the grounds of submitting insufficient or false information.

3.2 **Section 2 – Grounds for Mandatory Exclusion**

3.2.1 We are required by law to exclude your organisation, or consortium, from the procurement if any of the mandatory grounds for rejection applies:

3.2.1.1 There is evidence of convictions relating to specific criminal offences including, but not limited to, organised crime, bribery, corruption, conspiracy, terrorism fraud and money laundering; or

3.2.1.2 your organisation has been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security (except where this is disproportionate, eg, where the amounts involved were minor); and

3.2.1.3 you have failed to provide evidence of having subsequently taken sufficient remedial action. (See paragraph 3.4 below on “Self-Cleaning”.)

3.2.2 If your organisation has answered “yes” to Question 2.2 in the PQQ regarding the non-payment of taxes of social security contributions, and has not paid or entered into a binding arrangement to pay the full amount, it is still possible to avoid exclusion if only minor tax or social security contributions are unpaid, or if you have not yet had time to discharge your obligations since learning of the exact amounts due.

3.2.2.1 If this position is applicable to your organisation, you must set out the details in full using a separate Appendix.

3.3 **Section 3 – Grounds for Discretionary Exclusion**

3.3.1 Ealing Council is entitled to exclude supplier organisations from the procurement if you answer “yes” to any of the grounds for discretionary exclusion set out in Questions 3.1 (a) to (i), inclusive, in the PQQ.

3.3.2 In accordance with Question 3.1 (e) in the PQQ, the Council may exclude your organisation if a Conflict of Interest arises which cannot be effectively remedied.

3.3.2.1 A conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the conduct of the procurement procedure.

3.3.3 It is your responsibility to inform the Council where there is any indication that a conflict of interest exists, or may arise, detailing the conflict in a separate Appendix.

3.3.4 In accordance with Question 3.1 (g) in the PQQ, Ealing Council is entitled to take account of your organisation’s Past Performance– eg, through a Certificate of Performance or other evidence – any failure to discharge obligations under previous principal relevant contracts, and / or whether specified minimum standards for reliability were met, and exclude you from participating further in the procurement.

3.3.5 Where such grounds exist and having considered all the relevant circumstances, the Authority may, at its sole discretion, allow the supplier to proceed. (See paragraph 3.4 below on “Self-Cleaning”.)

3.4 **Self-Cleaning**

3.4.1 If your organisation has answered “yes” to Questions 2.1, 2.2 and 3.1 in the PQQ, you should provide sufficient evidence, in a separate Appendix, setting out the circumstances and any remedial action subsequently taken that effectively “self-cleans” the infraction referred to, to the satisfaction of the Council.

3.4.2 If Ealing Council considers your evidence and the remedial action(s) that you have taken to be sufficient, your organisation shall be allowed to continue in the procurement process. The Council’s decision is final.

3.4.3 For the evidence referred to above to be considered sufficient, your organisation must prove, as a minimum, that it has:

3.4.3.1 paid, or undertaken to pay, compensation in respect of any damage caused by the criminal offence or misconduct;

3.4.3.2 clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and

3.4.3.3 taken robust technical, organisational and personnel measures that are appropriate to prevent such criminal offences or misconduct recurring in the future.

3.4.4 The Council will evaluate your organisation’s remedial measures taking into account the gravity and particular circumstances of the criminal offence or misconduct.

3.4.5 Where we consider the remedial measures to be insufficient, your organisation shall be given a statement of the reasons for that decision, which is final.

3.4.6 The principle of self-cleaning applies to both mandatory and discretionary exclusion.

3.4.7 Self-cleaning is not applicable to discretionary exclusion grounds which are procurement-specific and not as a result of supplier wrongdoing – eg, in instances of a conflict of interest arising, or a distortion of competition from prior involvement.

3.4.8 You should be aware that grounds for exclusion may be applied at any point in the procurement process up to the award of contract.

3.5 **Section 4 – Economic and Financial Standing**

3.5.1 The financial assessment of your PQQ submission will be undertaken in a proportionate and flexible manner, whilst nevertheless ensuring that taxpayer value and safety are protected and compliant with the Regulations.

3.5.2 Your company’s turnover requirement will be capped at twice the contract value (**therefore the necessary turnover to support this contract would be a turnover is less than £6,000,000 million**) and you will not be deselected on the basis of the size of turnover alone. The financial standing of your organisation will be considered in the context of the overall selection criteria rather than as a discrete criterion on the ability to deliver the service.

3.5.3 Where your organisation is bidding as part of a consortium, the **lead** partner in your consortium must be able to demonstrate an annual turnover that meets the minimum set out for the contract that is deemed appropriate to deliver the service requirements.

3.5.4 Your financial submissions in the PQQ that is valid, complete and not already excluded by failing the Mandatory and / or Discretionary exclusion questions referred to in paragraphs 3.2 and 3.3 will be assessed as follows:

3.5.4.1 A credit check will be carried out and a “high risk” rating may result in your organisation not progressing to the next stage.

3.5.4.2 We will also perform a financial ratio analysis using the information that you have supplied in the Financial Appraisal Form, your trading accounts and / or other information in your financial submissions, in conjunction with the credit check.

3.5.4.3 Your organisation may also be excluded from participating further in the tender process where the Council requests a banker’s reference that is subsequently refused by your bank.

3.5.4.4 Based on our assessment of the financial submissions made by you, the Council will determine whether your organisation’s economic and financial standing can satisfactorily meet the requirements for this procurement. As indicated above (3.5.4.1), your credit rating is an important deciding factor in the assessment.

3.5.4.5 For the avoidance of doubt, if your organisation’s economic and financial standing is deemed not satisfactory, this will be equivalent to a “Fail” and your organisation will be excluded from further participation in this procurement.

3.6 **Section 5 – Technical and Professional Ability**

3.6.1 The Technical and Professional Ability sectionwill account for a possible maximum of **15%per cent** of the overall total score of the PQQ.

3.6.2 The Council shall request details of up to three (3) contracts, from either the public or private sector, to assess your organisation’s experience, professional competence and technical expertise that are relevant to the service requirements. Contracts for supplies or services must have been performed in the past three years and works contracts in the last five years.

3.6.3 When submitting contract details as specified above, you must ensure that the named Contract Manager is prepared to provide confidential written evidence that corroborates the accuracy of the information which you provide, with an evaluation of your organisation’s overall performance. (A blank reference letter template is included at Schedule 1 of this questionnaire which you should reproduce in triplicate for your clients’ use.)

3.6.4 Providers bidding as a consortium should provide relevant examples where the consortium has operated similar contracts. If this is not possible – eg, it is a newly formed consortium – then three separate examples should be provided between the principal members.

3.6.5 You should be aware that references so obtained will be scored and they account for a possible maximum **of 15% per cent, 5% per cent individual sub-weighting** of the Technical and Professional Ability sectionof the PQQ.

3.6.6 Providers who cannot provide at least one example for questions 5.1 to 5.3 must provide an explanation for this on 5.4. This will be for information only.

3.7 **Section 6 – Additional PQQ Modules**

3.7.1 There will be a number of relevant, project-specific questions that are designed to test your organisation’s technical and professional ability as part of the selection. You must ensure that you answer every question in this section as each of the responses will be scored and, in aggregate, will account for a possible maximum of **85% per cent** of the overall total score of the PQQ.

3.7.2 You are also required to respond in full to the other modular questions which form part of this PQQ. Where a module is marked for “Self-Certification”, checks on your answers will only be carried out on the successful bidding organisation at contract award stage.

3.7.2.1 **Further project-specific questions to assess Technical and Professional Ability**

This section will contain any further project-specific questions to assess the technical and professional ability of providers. This section will be scored as outlined in paragraph 2.19 and will account for a possible maximum of **85% per cent** of the overall score of the Additional PQQ Modules section.

3.7.2.2 **Insurance** (Self-Certification)

The type of insurance specified in the PQQ is typical for the nature of the work involved and the level of cover is deemed to be proportionate and reflective of the risk level. You should self-certify that:

(i) your organisation either already carries the required insurance; or

(ii) give an undertaking that, in the event of your organisation being awarded the contract, you will secure additional insurance to the level of cover required.

(iii) If you are not prepared to raise your insurance cover to the level required, your organisation will fail this section of the PQQ and it may not progress any further in respect of this procurement process.

3.7.2.3 **Compliance with Equality Legislation** (Self-Certification)

Ealing Council has a legal obligation to comply with Equality legislation and, as a public sector buyer, to ensure that our equality policies are promoted throughout the procurement.

(i) You are asked to self-certify that your organisation complies with the requirements of the Equality Act 2010;

(ii) you must give a detailed account of any reported breach(es) of the legislation and the remedial action(s) subsequently taken, if any, to address the breach(es).

(iii) You should be aware that, in the event of your organisation being awarded the contract, Ealing Council reserves the right to explore with you at award stage additional equality requirements that are service-specific – eg, engaging with particular ethnic or hard to reach groups.

(iv) The compliance with equality requirements will be continuously assessed throughout the lifetime of the contract.

3.7.2.4 **Sustainability** (Self-Certification)

The Council has an obligation, under the terms of the Public Services (Social Value) Act 2012, to have regard to the economic, social and environmental wellbeing of Ealing citizens when procuring public contracts.

(i) You are asked to self-certify that your organisational policies and service delivery would have a beneficial economic, social and environmental impact on service users and the wider community in Ealing, in the event of your organisation being awarded the contract.

3.7.2.5 **London Living Wage** (Self Certification)

Although not presently required by law, the London Borough of Ealing, as a licence holder of the Centre for Civil Society, supports the paying of a London Living Wage to staff and encourages our contractors to do likewise. You are asked to set out your organisation’s remuneration policy in this section; the first two questions are for information only and will not be scored.

3.7.2.6 **Health and Safety**

All employers in the United Kingdom with more than five (5) employees – or fewer as applicable to this procurement – are obliged to have a Health & Safety policy that is signed, dated and regularly updated.

(i) You should self-certify that you have such a policy in place if the above circumstances are applicable to your organisation;

(ii) you must also declare on the PQQ if the Health & Safety Executive has issued Enforcement / Remedial Orders to any of your Directors and / or Executive Officers within the last three (3) years.

(iii) You should be aware that in those circumstances, the Council is obliged by law to exclude your organisation from participating further in the procurement process unless you are able to demonstrate to our satisfaction that remedial actions have been taken and procedural changes adopted to prevent future breaches.

(iv) Please be aware also that the Council reserves the right to seek clarification to contract-specific questions where relevant – eg, induction and training of staff, COSSH policy, drugs and alcohol misuse, risk assessment, etc.

3.8 **Section 7 – Declaration**

3.8.1 Before submitting the completed PQQ, please check through the document to ensure that you have answered all the questions and provided additional information, where required, as Appendices using the template included at the end of this document.

3.8.2 Complete, date and sign the Declaration form, listing any appendices with their corresponding PQQ section and question numbers

3.8.3 Submit / Upload the **full, complete** PQQ to the address detailed on the London Tenders Portal [by, or before, the submission deadline falls due.

| **1. Supplier Information** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **1.1 Supplier details** | | **Answer** | | | |
| Full name of the Supplier completing the PQQ | |  | | | |
| Registered company address | |  | | | |
| Registered company number | |  | | | |
| Registered charity number | |  | | | |
| Registered VAT number | |  | | | |
| Name of immediate parent company | |  | | | |
| Name of ultimate parent company | |  | | | |
| Please mark ‘X’ in the relevant box to indicate your trading status | (i) a public limited company | | ▢ Yes | | |
| (ii) a limited company | | ▢ Yes | | |
| (iii) a limited liability partnership | | ▢ Yes | | |
| (iv) other partnership | | ▢ Yes | | |
| (v) sole trader | | ▢ Yes | | |
| (vi) other (please specify) | | ▢ Yes | | |
| Please mark ‘X’ in the relevant box(es) to indicate whether any of the following classifications apply to you | (i) Voluntary, Community and Social Enterprise (VCSE) | | ▢ Yes | | |
| (ii) Small or Medium Enterprise (SME) | | ▢ Yes | | |
| (iii) Sheltered workshop | | ▢ Yes | | |
| (iv) Public service mutual | | ▢ Yes | | |
| **1.2 Bidding model** | | | | |  |
| **Please mark ‘X’ in the relevant box to indicate whether you are:** | | | | |  |
| (a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | | | | ▢ Yes |  |
| (b) Bidding as a Prime Contractor and will use third parties to deliver some of the services.  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | | | | ▢ Yes |  |
| (c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services.  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | | | | ▢ Yes |  |
| (d) Bidding as a consortium but not proposing to create a new legal entity.  If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements – ie, why a new legal entity is not being created.  Please note that the Council may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | | | | ▢ Yes  **Consortium members**  **Lead member** |  |
| (e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).  If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the biding model using a separate Appendix. | | | | ▢ Yes  **Consortium members**  **Current lead member**  **Name of Special Purpose Vehicle** |  |

|  |  |
| --- | --- |
| **1.3 Contact details** | |
| Supplier contact details for enquiries about this PQQ | |
| Name |  |
| Postal address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

|  |  |  |
| --- | --- | --- |
| **1.4 Licensing and registration (please mark ‘X’ in the relevant box)** | | |
| 1.4.1 | Registration with a professional body  If applicable, 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 Annex XI of directive 2014/24/EU) under the conditions laid down by that member state). | ▢ Yes  ▢ No  If Yes, please provide the registration number in this box. |
| 1.4.2 | 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? | ▢ Yes  ▢ No  If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this. |

| **2. Grounds for Mandatory Exclusion** | | |
| --- | --- | --- |
| **2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Director(s) or partner(s) or any other person who has powers of representation, decision or control, been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; |  |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; |  |  |
| 1. the common law offence of bribery; |  |  |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; |  |  |
| 1. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: |  |  |
| (i) the offence of cheating the Revenue; |  |  |
| (ii) the offence of conspiracy to defraud; |  |  |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |  |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |  |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |  |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |  |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |  |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; |  |  |
| 1. any offence listed— |  |  |
| (i) in section 41 of the Counter Terrorism Act 2008; or |  |  |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); |  |  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; |  |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; |  |  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; |  |  |
| 1. an offence under section 59A of the Sexual Offences Act 2003; |  |  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009 |  |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive— |  |  |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or |  |  |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |  |
| **Non-payment of taxes**  **2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom, or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| If you have answered “yes” to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines. |  |  |

| **3. Grounds for Discretionary Exclusion** | | |
| --- | --- | --- |
| **3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1. Your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; |  |  |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable; |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 1. your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures; |  |  |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures; |  |  |
| 1. your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; |  |  |
| 1. your organisation —   (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or  (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or |  |  |
| (i) your organisation has undertaken to |  |  |
| (aa) unduly influence the decision-making process of the contracting authority, or |  |  |
| (bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  |
| (j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

| **4. Economic and Financial Standing** | | |
| --- | --- | --- |
| **Financial Information** | | |
| 4.1 | Please provide one of the following to demonstrate your economic / financial standing,indicating your answer with an ‘X’ in the relevant box. | |
| 1. A copy of the audited accounts for the most recent two years |  |
| 1. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation |  |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position |  |
| 1. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| 4.2 | Where the authority has specified a minimum level of economic and financial standing and / or a minimum financial threshold within the evaluation criteria for this PQQ, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here. | ▢ Yes  ▢ No |
| 4.3 | **(a) Are you are part of a wider group (e.g. a subsidiary of a holding / parent company)?**  If yes, please provide the name below:   |  |  | | --- | --- | | Name of the organisation |  | | Relationship to the Supplier completing the PQQ |  |   If yes, please provide Ultimate / parent company accounts if available.  If yes, would the Ultimate / parent willing to provide a guarantee if necessary?  If no, would you be able to obtain a guarantee elsewhere (eg from a bank?) | ▢ Yes  ▢ No  ▢ Yes  ▢ No  ▢ Yes  ▢ No |

| **5. Technical and Professional Ability** | | | | |
| --- | --- | --- | --- | --- |
| **Relevant experience and contract examples** | | | | |
| Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the Authority’s requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years, and VCSEs may include samples of grant-funded work.  The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.  As outlined in section 3.6, please ask each of the customers you have provided details of to complete the included reference questionnaire. Each questionnaire will be evaluated and any which are not submitted or are incomplete will be awarded a zero score. | | | | |
|  | | **Contract 1** | **Contract 2** | **Contract 3** |
| 5.1 | Name of customer organisation: |  |  |  |
| 5.2 | Point of contact in customer organisation:  Position in the organisation:  E-mail address |  |  |  |
| 5.3 | Contract start date:  Contract completion date:  Estimated Contract Value: |  |  |  |
| 5.4 | In no more than 500 words, please provide a brief description of the contract delivered, including evidence as to your technical capability in this market. |  |  |  |

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| --- |
| 5.5 If you cannot provide at least one example for questions 5.1 to 5.4, please provide an explanation for this – eg, your organisation is a new start-up – in no more than 500 words |
|  |

| **6. Additional PQQ Modules**  Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking “x” in the relevant boxes. |
| --- |
| **(A) Further project-specific questions to assess Technical and Professional Ability** |
| 1. **Communications** – How did you get communicate with residents, staff and stakeholders? Give two examples of how lessons learnt have improved your working practices.  2. **Appointments** – How did you make and keep appointments with residents’ and what procedures did you employ for managing missed appointments?  3. **Delivery of Fire Safety Works and Associated Works**- What steps do you take on and off site to ensure that works are delivered in compliance with tbe specification and current fire regulations  4. **Meeting Targets** – How effective were you at managing your resources to meet the priority targets set by clients? How do you manage labour resources to cope with changes in workload?  5. **Complaints** – How did you resolve complaints relating to your works? Give 2 examples of successfully resolved complaints from residents.  6. **Quality Assurance** – How effective have your quality assurance systems been in ensuring the delivery of good workmanship. Provide an organogram showing **ALL** site based staff involved in the installation of Fire Safety Doors and/or Fire stopping are certified by an organisation accredited with UKAS.  7. **Accuracy of Invoicing** – What systems have you put in place to ensure the accuracy of your claims for payment, variations and invoicing?  8. **Customer Care** – What action have you taken to ensure compliance with clients’ service requirements for dealing with elderly, vulnerable and volatile residents’, and residents’ who have English as a second language  9. **Environmental Issues** – What steps have you taken to ensure compliance with an improvement on the targets set out in your Environmental Policy for waste disposal and recycling?  10. **Health & Safety -** What training, monitoring and inspection procedures have you employed to ensure compliance with your Health & Safety Policy? What training will those allocated to this contract have received over the past 24 months and what effect is this training expected to have in reducing accidents and near misses. |

|  |  |  |
| --- | --- | --- |
| **(B) Insurance** | | |
| 1. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £10M  Public Liability Insurance = £5M Professional Indemnity Insurance = £2M   * It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | ▢ Yes  ▢ No |

| **(C) Compliance with Equality Legislation** | | |
| --- | --- | --- |
| For organisations working outside the UK, please refer to equivalent legislation in the country in which you are located. | | |
| 1. | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | ▢ Yes  ▢ No |
| 2. | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action, if any, you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | ▢ Yes  ▢ No |
| 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ▢ Yes  ▢ No |

|  |  |  |
| --- | --- | --- |
| **(D) Sustainability** | | |
| Ealing Council has an obligation, under the terms of the Public Services (Social Value) Act 2012, to have regard to the economic, social and environmental wellbeing of its citizens when procuring public contracts. | | |
| 1. | Please self-certify that your organisational policies and service delivery would have a beneficial economic, social and environmental impact on service users and the wider community in Ealing. | ▢ Yes  ▢ No |
| 2. | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last three (3) years, unless it is satisfied that appropriate remedial action has been taken to prevent future occurrences / breaches. | ▢ Yes  ▢ No |
| 3. | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | ▢ Yes  ▢ No |  |

|  |  |  |
| --- | --- | --- |
| **(E) London Living Wage** | | |
| The London Borough of Ealing supports paying workers a London Living Wage and encourages its contractors to do likewise. | | |
| 1. | Please self-certify if your organisation pays the staff a London Living Wage (currently £9.15 per hour). | ▢ Yes  ▢ No |
| 2. | If your organisation does not presently pay staff a London Living Wage, please self-certify if you would consider doing so in the event of your organisation being awarded this contract. | ▢ Yes  ▢ No |

|  |  |  |
| --- | --- | --- |
| **(F) Health and Safety** | | |
| 1. | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | ▢ Yes  ▢ No |
| 2. | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement / remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three (3) years?  If your answer to this question was “yes”, please provide details in a separate Appendix of any enforcement / remedial orders served and give details of any remedial action(s), or changes to procedures, you have made as a result.  The Council will exclude bidder(s) that have been in receipt of any enforcement / remedial action orders unless the bidder(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | ▢ Yes  ▢ No |
| 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ▢ Yes  ▢ No |

|  |  |  |
| --- | --- | --- |
| **7. Declaration** | | |
|  | I declare that, to the best of my knowledge, the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of......................... (**Insert name of organisation**).  I understand that Ealing Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false / misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.  I also declare that there is no conflict of interest in relation to the Council’s requirements.  The following appendices form part of our submission (please expand as necessary):   |  |  | | --- | --- | | **Section of PQQ** | **Appendix number** | |  |  | |  | [Please advance tab key to create more rows, as necessary] | | |
| **PQQ completed by** | |
| 7.1 | Name |  |
| 7.2 | Role in organisation |  |
| 7.3 | Date |  |
| 7.4 | Signature |  |

|  |
| --- |
| **Schedule 1 – Template for Reference Letter** |

Reference from: (Name of your organisation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Education and Lifelong Learning

## Education and Lifelong Learning

## Education and Lifelong Learning

For: (the Provider’s organisation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of work undertaken for your organisation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date of work undertaken:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate value (Whole life cost) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percentage of work sub-contracted: \_\_\_\_\_\_%

**Contract Performance – Please Tick an Appropriate Box for Each Category**

| **Score** | **5** | **4** | **3** | **2** | **1** | **0** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Met the required standard for the contract in all material respects and exceeded some or all of the major requirements. | Met the required standard for the contract in all material respects. | Met the required standard for the contract in most material respects, but was lacking or inconsistent in others. | Fell short of achieving expected standard for the contract in a number of identifiable respects. | Significantly failed to meet the standard required for the contract, contained significant shortcomings or was inconsistent. | Completely failed to meet required standard for the contract. |
| 1. Standard   of performance |  |  |  |  |  |  |  |
| 2 Quality of work |  |  |  |  |  |  |  |
| 3 Ability to complete on time |  |  |  |  |  |  |  |
| 4 Effectiveness of super­vis­ion |  |  |  |  |  |  |  |
| 5 Health & safety – site security |  |  |  |  |  |  |  |
| 6 Qualified /knowledgeable work force |  |  |  |  |  |  |  |
| 7 Quality of plant / equip­ment |  |  |  |  |  |  |  |
| 8 Complaints handling |  |  |  |  |  |  |  |
| 9 Did the firm deliver on time and within budget? |  |  |  |  |  |  |  |
| 10 How well did the organis­at­ion meet the contract specification? |  |  |  |  |  |  |  |
| 11 Would you use this Provider again for this type of contract? |  |  |  |  |  |  |  |
| 12 Have you any hesitation in recommend­ing this firm? |  |  |  |  |  |  |  |

Please provide additional comments, particularly if you answered “yes” to Question 12 above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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May we contact you for further information regarding your reference? Yes / No

If yes, please supply your direct-dial telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Referee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you very much for completing this reference**

|  |
| --- |
| **Schedule 2 – Template for Appendices** |
| **Appendix number:** |
| **PQQ section:** |
| **Question number:** |
|  |