

CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT

Jane McSherry - Director



**Contracts & School Organisation
London Borough of Merton
Merton Civic Centre
London Road
Morden SM4 5DX**

***Direct Line:* 020 8545 3289**

Dear Sir/Madam,

Re: Selection Questionnaire (SQ) for Melrose School and Sherwood Primary School – Glazing Tender Package

The London Borough of Merton (“the Council”) is inviting completed Selection Questionnaires from suitably qualified and experienced providers to provide construction services in relation to largely glazing replacement package of works at Melrose School and Sherwood Primary School. The works include the erection of a new glazed steel frame entrance/porch including internal adaptations at the Melrose School, in addition to replacement of single glazed crittall windows to the Nursery at Sherwood Primary School, in addition to fascias.

This tender exercise will be conducted electronically via the London Tenders Portal, which can be found at <https://procontract.due-north.com/Register> (“the Portal”).

Your completed Questionnaire must be received by midday on Tuesday 31st May 2022. Any Questionnaires received after this deadline may not be accepted. All Questionnaires must be submitted via the Portal and not in any other form.

Should you have any questions regarding the process or the SQ, please submit these via the Portal in accordance with the Tender’s Process Guide.

Yours Faithfully

Tom Procter
Head of Contracts and School Organisation

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1. Service Overview

Objectives of this contract

The objective of this project is to carry out glazing works at Melrose School and Sherwood Primary School. At Melrose a new glazed aluminium framed entrance lobby is to be provided including adaptations to the existing building here. This will include extending electrical and heating supplies, fit out and decoration. Toughened glazing is required due to the intended pupils. At Sherwood crittall windows require replacement to the two storey Nursery including redecoration of soffits and fascias.

Both sites comprise of post war schools that have expanded over the past 60 years to meet the ever changing requirements for modern educational establishments.

Scope

The scope of services shall involve performing the role of main contractor in order to deliver the above scope. Under the contract the Main Contractor will be responsible for the design and construction of the new lobby at Melrose inc all adaptations to existing services and new small power, data, lighting and spatial heating installations to meet the Clients requirements. The Contractor will also be responsible for the design and installation of the replacement windows and external doors at Sherwood. The sites will be partially occupied by the end-users and so the Contractor will be responsible for ensuring close liaison to prevent any incidents or accidents from occurring and acting as Principal Contractor under the CDM Regulations. This includes the following specific items:

Melrose School

Works involve the design and construction of a new aluminium framed glazed entrance lobby and alterations to the existing entrance inc opening up of existing loading bearing wall in order to provide an improved entrance space and new office. In addition to removing the existing entrance doors (recessed) and design/install of new steelwork, Contractor will be required to form new doorway where current window is located, adapting MEP services in order to extend to the new lobby inc fire alarm and door access utilising the incumbent engineer and internal finishes.

Sherwood Primary School

Works involve the design and replacement of single glazed crittall windows to the two storey Nursery building inc external doors with new double glazed uPVC units incorporating trickle vents, ironmongery and restrictors. External doors are to be connected to the existing door access controls utilising the schools incumbent engineer. The package also includes for replacement of isolated rainwater goods with new uPVC and redecoration of the timber soffits and fascias.

Terms and Conditions of Contract

The Terms and Conditions relating to this tender are available on the London Tenders Portal.

Estimated Contract Value

The available budget for this tender is approximately £235,000.00.

Contract Term

The proposed contract will be for a period of 14 weeks (1 month lead in + 6 weeks on site + 8 weeks for Melrose (depending on lead-in's).

The anticipated service Commencement Date is 25th July 2022.

Staffing & TUPE Implications

Not applicable

Indicative Timetable

It is intended that the procurement process will follow the timetable detailed below, however this is provided for indicative purposes only;

Stage / Activity	Dates
Publication of SQ	Wednesday 25 th May 2022
Last date for SQ clarification questions	Tuesday 31 st May at noon
Closing date for receipt of SQ	Wednesday 1 st June at noon
Evaluation of SQ	Wednesday 1 st June 2022
Selected Suppliers invited to tender	Tuesday 7 th June 2022

2. Instructions

Completing the form

Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.

Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration.

Signatures

Where required, the SQ must be signed in accordance with the options below;

- a) Where the Supplier is an individual, by the individual, OR
- b) Where the Supplier is a partnership, by duly authorised partners, OR
- c) Where the Supplier is a limited company, by a director duly authorised for such purposes

You may submit electronic or typed signatures. However, should you be successful you will be required to resign all declarations that form part of the contract with an original signature.

Verification of Information Provided

In order to simplify the process, some supporting evidence is not required to be submitted at this point, for example certificates, insurance documents. However, the Authority reserves the right to request these documents from the successful provider.

Sub-contracting arrangements

Where the Supplier proposes 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 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.

The Authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Authority indicates that sub- contractors are to play a significant role in delivering key contract requirements, any changes to those sub- contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the Authority immediately of any change in the proposed sub- contractor arrangements. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information

Consortia arrangements

If the Supplier completing this SQ is doing so as part of a proposed consortium, the following information must be provided;

- i) names of all consortium members;
- ii) the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and

- iii) if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the contract.

All members of the consortium will be required to provide the information required in all sections of the SQ as part of a single composite response to the Authority i.e. each member of the consortium is required to complete the form.

Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

The Authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the Authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided.

The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Confidentiality

When providing details of contracts in answering section 6 of this SQ (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

The Authority reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Crown Commercial Service and/or contracting authorities defined by the Public Contract Regulations.

Freedom of Information

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') or Environmental Information Regulations (2004) (the EIR), all information submitted to the Council may in theory be disclosed in response to a request made pursuant to the FoIA or EIR.

In respect of any information submitted by an organisation that it considers being commercially sensitive, the organisation should:

- clearly identify such information as commercially sensitive;
- explain the potential implications of disclosure of such information; and
- provide an estimate of the period of time during which the organisation believes that such information will remain commercially sensitive.

Where an organisation identifies information as commercially sensitive, and even where it does not, the Council will endeavour to maintain confidentiality by assessing whether it is appropriate to apply the various exemptions available in the FoIA or EIR. Organisations should note, however, that, even where information is identified as commercially sensitive, the Council might be required to disclose such information in accordance with the FoIA or EIR. Accordingly, the Council cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

Supplier Clarifications and questions

Any queries regarding this SQ or the procurement process should be submitted electronically, via the London Tenders Portal, no later than 12pm (noon) on Tuesday 31st May 2022.

Clarifications and questions can be raised through the Messages section of the London Tenders Portal. The Council will respond to all reasonable requests for clarification as soon as possible and, subject to below, it will make all requests for clarification and the Council's responses available to all bidders on the Portal.

If a bidder wishes the Council to treat a request for clarification as confidential and not issue the response to all bidders, the bidder must state this when submitting its request for clarification. If the Council considers that the request for clarification is relevant to all bidders and is therefore not confidential, it will inform the bidder that it is not confidential (in which case, the Council will publish the clarification request and response in accordance with the above paragraph).

Submitting the SQ

Your completed SQ should be submitted no later than **12pm on Wednesday 1st June 2022** via the London Tenders Portal.

The Suppliers attention is specifically drawn to the date, time and method of submission – you should allow adequate time to submit your response via the Portal, as no submission after the specified deadline will be considered.

Submissions via the London Tenders Portal cannot be opened by the Authority until after the deadline has passed.

The Authority will contact you through the London Tenders Portal at the conclusion of this SQ process to inform you whether you have been successful. If so, you will then be invited to tender. An indicative timetable is provided in Section 1 above.

Additional information

The Authority reserves the right to cancel this procurement at any time and not proceed with the award of any contract at any stage of the procurement process.

Suppliers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of their response to this SQ and all future stages of the procurement process. Under no circumstances will the Authority or any of its advisors be liable for any costs or expenses borne by the Supplier or its associated relevant organisations or any of its advisors in this process whether the Supplier is successful or otherwise.

3. The procurement process

This Supplier Qualification Questionnaire (SQ) has been designed to assess the suitability of a Supplier to deliver the Authority's contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.

A two stage, restricted procurement process is being used;

- Stage one of this process comprises this Supplier qualification process, designed as an initial assessment to those Suppliers who have appropriate legal and financial capabilities and technical and professional abilities to perform the contract to be awarded. The Authority aims to shortlist a minimum of the 5 Suppliers to be invited to tender, unless the number of Suppliers meeting the selection criteria and minimum levels of ability is lower.
- Stage two is where shortlisted organisations will be invited to tender, which involves the award process of the procurement.

3.1 SQ Evaluation and Scoring Methodology

Stage 1 – Compliance Checks

The Councils e-procurement system, the London Tenders Portal, will log all SQ submissions upon receipt. Late submissions will not be considered.

All responses will be checked to ensure that all 'Yes / No' questions have been addressed and that all documents requested have been attached. In the event that a Supplier is unable to provide a positive response to any of the questions, or a suitably detailed reason as to why a positive response cannot be given, the Authority may either exclude the Supplier from further participation in the selection process or, at its discretion, may seek clarification. In the case of the latter, a failure by a Supplier to provide a satisfactory response within the deadline specified in the request for clarification may result in its exclusion from the selection process.

The compliance checking process will also determine that none of the circumstances contained within Section 2 of the SQ (Grounds for Mandatory Exclusion) apply. If one of the circumstances described therein does apply, the Authority is within its right, having considered all the relevant circumstances, to exclude the Supplier from the selection process.

Stage 2 – Individual Evaluations

All responses that have passed the initial compliance checks and minimum standards will then be issued to the evaluation panel for scoring. It is envisaged that the panel will consist of a minimum of 3 members.

Each member of the evaluation panel will independently score each response. The scored criteria will be assessed on a using the following scale of awarding marks between 0 and 4 as detailed in the General Responses Scores table below;

Score	Score justification
0	Completely unsatisfactory/unacceptable response No response to the question or serious deficiencies in meeting the required standards set out in the contract documents.
1	Poor response The response significantly fails to meet the required standards set out in the contract documents, contains significant shortcomings.
2	Partially Compliant response The response is partially compliant with shortcomings in meeting the required standards set out in the contract documents.
3	Average response The response is compliant and meets the basic contract standards set out in the contract documents. Any concerns are only of a minor nature.
4	Good response The response is fully compliant and clearly indicates a full understanding of the contract documents so as to consistently deliver the service in line with all the required standards.

General Responses Scores Table

The formula used to calculate the weighted scores for each of the sub-criteria is the score given to each sub criteria multiplied by the weighting factor shown for that sub criteria i.e. Question Weighted Score (%) = (Tenderer's score / 4) x Question Weighting.

Criteria	Sub Criteria	Weighting	Sub Criteria Weighting
Project Specific Questions		100%	
8.5	Education Experience		30
8.6	Health and Safety		20
8.7	Approach to Commercial Aspects		20
8.8	Programming and Quality Assurance		15
8.9	Value Engineering		7.5
8.10	Environmental Management		7.5
		Total:	100

The Council may at this stage pose clarification questions to the Supplier, in order to assist the evaluation process. Any such clarifications will be sent via the Authority's e-procurement system, as such Suppliers are advised to monitor the system on a regular basis.

Stage 3 – Moderation

Following the panels independent evaluation, moderation will take place in which each evaluators score is compared with the scores of the other evaluators and a consensus view will be taken to agree the scores to be awarded.

Stage 4 – Shortlisting

The scores awarded by the evaluation panel will be collated and a shortlist of Suppliers will be produced. The Authority anticipates inviting a maximum of 5 Suppliers to the next stage, Invitation to Tender.

Stage 5 – Final selection

The highest scoring Suppliers (up to a maximum of 5) will be notified and invited to participate in the tender process. Unsuccessful Suppliers will also be notified and debriefed.

Financial assessment

The Council will exclude any Bidders failing to meet the minimum requirement threshold – the minimum requirements for bidders are the ability to provide appropriate evidence of financial standing and having the necessary annual turnover. To pass the threshold turnover test Bidders must provide confirmation, that can be evidenced by the supporting documents mentioned, of an annual turnover of at least twice the estimated contract value, i.e. a minimum of £560K.

3.2 SQ Evaluation Criteria

The table below sets out a summary of the methodology used to evaluate the responses to SQ questions.

SECTION/ SUB SECTION	CRITERIA	ASSESSMENT
1/ 1.1 – 1.3	Bidder Information	<p>This section is not scored as the answers to the questions are for information only but Bidders may be excluded on the grounds of providing insufficient or false information.</p> <p>All sections must be completed.</p>
2/ 2.1 – 2.3	Grounds for Mandatory Rejection & Non-payment of taxes	<p>Bidders must complete all sections.</p> <p>The Council will exclude any Bidders if any of the mandatory grounds for rejection apply or for breach of obligation relating to the non-payment of taxes/social security contributions. A Bidder may, if it answers yes to question 2.3, avoid exclusion if only minor tax or social security contributions are unpaid or if it has not yet had time to fulfil its obligations since learning of the exact amount of tax due.</p> <p>Pass / Fail question – Bidders failing to meet a minimum requirement threshold will be rejected as will any Bidders to whom grounds for mandatory rejection apply or who have been found to be in breach of obligations to pay taxes/social security contributions.</p>
3/ 3.1 – 3.2	Grounds for Discretionary Rejection	<p>Bidders must complete all sections.</p> <p>The Council is entitled to exclude any Bidders if any of the discretionary grounds for exclusion apply. The Council will, in all cases, consider all the relevant circumstances, and, at its discretion, may allow a Bidder to proceed.</p> <p>Please note that the Council considers that any director, partner or senior manager of your organisation being a current or former councillor/employee of the Council means that a conflict of interest may arise and this should be disclosed by Bidders.</p> <p>Pass / Fail question – Bidders failing to meet a minimum requirement threshold will be rejected. In addition, the Council may, at its discretion, reject any Bidders to whom grounds for discretionary rejection apply.</p>

SECTION/ SUB SECTION	CRITERIA	ASSESSMENT
	'Self-cleaning'	<p>Any Bidder which answers 'Yes' to questions in sub-sections 2.1, 2.3(a) and 3.1 should provide an explanation (in response to questions 2.2, 2.3 (b) and 3.2) of the circumstances and any remedial action it has taken subsequently to "self clean" the situation referred to in the original questions. The Bidder has to demonstrate it has taken such remedial action, to the satisfaction of the Council in each case.</p> <p>If such evidence is considered by the Council (whose decision will be final) as sufficient, the Bidder concerned shall be allowed to continue in the tender process.</p> <p>In order for the evidence referred to above to be sufficient, the Bidder shall, as a minimum, prove that it has:</p> <ul style="list-style-type: none"> • paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; • clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and • taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct. <p>The measures taken by the Bidder shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Council to be insufficient, the Bidder shall be given a statement of the reasons for that decision.</p>
4/ 4.1 – 4.2	Economic and Financial Standing	<p>The Council will exclude any Bidders failing to meet the minimum requirement threshold – the minimum requirements for bidders are the ability to provide appropriate evidence of financial standing and having the necessary annual turnover. To pass the threshold turnover test Bidders must provide confirmation, that can be evidenced by the supporting documents mentioned, of an annual turnover of at least twice the estimated contract value, i.e. a minimum of £560K.</p> <p>Pass / Fail question – Bidders failing to meet a minimum requirement threshold will be rejected.</p>

SECTION/ SUB SECTION	CRITERIA	ASSESSMENT
5/ 5.1 – 5.3	Group Company Information	<p>This section is not scored as the answers to the questions are for information only but Bidders may be excluded for providing insufficient or false information.</p> <p>All sections must be completed.</p>
6/ 6.1 – 6.3	Relevant experience and contract examples	<p>This question is not scored directly but the information contained in the Bidder's answers will be required for the purposes of obtaining references. Bidders may be excluded for providing insufficient or false information.</p> <p>All sections must be completed.</p>
7/ 7.1-7.3	Modern Slavery Act 2015 and LBM Climate Emergency Declaration (2019)	<p>This section is not scored as the answers to the questions are for information only or may not be relevant to all Bidders.</p>
8.1	Insurance	<p>All Bidders must confirm that they have, or are able to obtain, the minimum levels of insurance cover noted. Bidders are not required to submit copies of current insurance certificates.</p> <p>Pass / Fail question – Bidders failing to meet a minimum requirement threshold will be rejected.</p>
8.2	Not applicable.	
8.3	Not applicable.	
8.4	Business Continuity	<p>All Bidders must confirm that they have or will implement a Business Continuity Plan. Bidders are not required to submit a copy of their plan at this stage.</p> <p>Pass / Fail question – Bidders failing to meet a minimum requirement threshold will be rejected.</p>

SECTION/ SUB SECTION	CRITERIA	ASSESSMENT
8.5	Construction Experience	<p>Please provide a brief description of your company's experience and approach to working in school sites that are occupied. Please provide specific details where you have acted as main contractor for a glazing replacement scheme to a school.</p> <p>Bidders are to demonstrate specific project examples, which are directly relevant to the proposed works – the information supplied should include specific details as to programme, performance, risk management, and actual on site experiences. Appended profile sheets are acceptable</p> <p>The Council will award scores to each Bidder in relation to this sub-criterion in accordance with the General Responses Scores table set out above.</p> <p>Scored question (Weighting 30%)</p>
8.6	Health and Safety	<p>Please provide details of your company's H&S management approach, including details of any HSE enforcements in the last three years. Please also provide details of the approach you have undertaken to managing Covid-19 safety</p> <p>The Council will award scores to each Bidder in relation to this sub-criterion in accordance with the General Responses Scores table set out above.</p> <p>Scored Question (Weighting 20%)</p>
8.7	Approach to Commercial Aspects	<p>Please describe your approach to managing the Client's financial risk, and to managing contract cost variations.</p>

SECTION/ SUB SECTION	CRITERIA	ASSESSMENT
		<p>Bidders will be scored as to their approach to contract variations, and management of the client's budget. Specific examples of protocols required.</p> <p>The Council will award scores to each Bidder in relation to this sub-criterion in accordance with the General Responses Scores table set out above.</p> <p>Scored Question (Weighting 20%)</p>
8.8	Programming and Quality Assurance	<p>(a) Please provide details as to how you achieve accurate contract programming, inc current lead-in timescales.</p> <p>(b) Provide details as to how your company controls quality on site, so as to ensure a minimal snagging list.</p> <p>Bidders will be scored as to their approach to contract programming and quality controls.</p> <p>The Council will award scores to each Bidder in relation to this sub-criterion in accordance with the General Responses Scores table set out above.</p> <p>Scored Question (Weighting 15% for both parts)</p>
8.9	Value Engineering	<p>Please provide details of your company's approach to post contract value engineering, and collaborative working arrangements.</p> <p>Bidders will be scored as to their capability in adding commercial value engineering post contract. Examples of supply chain involvement are sought.</p>

SECTION/ SUB SECTION	CRITERIA	ASSESSMENT
		<p>The Council will award scores to each Bidder in relation to this sub-criterion in accordance with the General Responses Scores table set out above.</p> <p>Scored Question (Weighting 7.5%)</p>
8.10	Environmental Management	<p>Bidders will be scored as to their company environmental policies and processes, and their management methods to minimise waste and reduce harm to the local environment.</p> <p>The Council will award scores to each Bidder in relation to this sub-criterion in accordance with the General Responses Scores table set out above.</p> <p>Scored Question (Weighting 7.5%)</p>

MELROSE AND SHERWOOD PRIMARY SCHOOLS – GLAZING REPLACEMENT PROJECT

REFERENCE No. TBC

RESTRICTED PROCUREMENT PROCEDURE

Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1		
Potential supplier information		
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE)	

	b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: ² - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

² UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Please provide the following information about your approach to this procurement:

Section 1		Bidding model				
Question number	Question	Response				
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.				
1.2(a) - (ii)	Name of group of economic operators (if applicable)					
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.					
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.					
	Name					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2		
Grounds for mandatory exclusion		
Question number	Question	Response
2.1(a)	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage .	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>

2.3(a)	Regulation 57(3) Has it been established, for your organisation 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 the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3 Grounds for discretionary exclusion		
	Question	Response
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's 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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is 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.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(j) -(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

Part 3: Selection Questions⁴

Section 4 Economic and Financial Standing		
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) 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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5 If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation	
Relationship to the Supplier completing these questions	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability
6.1	Relevant experience and contract examples <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past five years. Works contracts may be from the past seven years.</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>

6.3	If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

Section 7	Modern Slavery Act 2015 and Climate Emergency	
7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant URL No <input type="checkbox"/> Please provide an explanation
7.3	On 10 July 2019, LBM passed a motion to declare a climate emergency and set a carbon reduction target to make Merton carbon neutral by 2050. Any commercial organisation supplying goods, works or services to LBM must not operate in a way that acts contrary to this commitment. Please confirm that you have read and understand <u>this commitment</u> .	Yes <input type="checkbox"/> No <input type="checkbox"/>

8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	Insurance
a.	<p>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: Y/N</p> <p>Employer's (Compulsory) Liability Insurance = £5,000,000 Public Liability Insurance = £5,000,000 Contractors all risk insurance = £5,000,000 Professional Indemnity Insurance = £5,000,000</p> <p>*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 who have no employees.</p>

8.2	NOT APPLICABLE
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8.3	NOT APPLICABLE
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8.4	Business Continuity Plan
a.	<div> Please self-certify whether you have a Business Continuity Plan in place or can commit to putting one in place prior to the commencement of the contract. <div> Yes <input type="checkbox"/> N/A <input type="checkbox"/> </div> </div>

8.5	Education Experience			
Please indicate your answer by marking the relevant box.		Value	Description	Programme
	Please provide a brief description of your company's experience and approach to working in school sites that are occupied. Please provide details where you have acted as main contractor for a similar glazing scheme. Bidders are to demonstrate specific project examples, which are directly relevant to the proposed works – the information supplied should include specific details as to programme, performance, risk management, and actual on site experiences. Appended profile sheets are acceptable			

	No more than 500 words on each project			
	Example 1			
	Example 2			
	Example 3			

8.6	Health and Safety		
a.	<p>Please provide details of your company's H&S management approach, including details of any HSE enforcements in the last three years. Please also provide details of the approach you have undertaken to managing Covid-19 safety.</p> <p>No more than 500 words.</p>		

8.7	Approach to Commercial Aspects		
	<p>Please describe your approach to managing the Client's financial risk, and to managing contract cost variations.</p> <p>Bidders will be scored as to their approach to contract variations, and management of the client's budget. Specific examples of protocols required</p> <p>No more than 500 words.</p>		

8.8	Programming and Quality Assurance		
a.	<p>Please provide details as to how you achieve accurate contract programming particularly where working across more than one school site, including current lead-in timescales for glazing.</p> <p>No more than 500 words.</p>		
b.	Provide details as to how your company controls quality on site, so as to ensure a minimal snagging list.		

	No more than 400 words.	
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8.9	Value Engineering	
	<p>Please provide details of your company's approach to post contract value engineering, and collaborative working arrangements (Examples of supply chain involvement are sought).</p> <p>No more than 500 words.</p>	

8.10	Environmental Management	
	<p>Please outline your companies environmental policies and processes, and management methods to minimise waste and reduce harm to the local environment.</p> <p>No more than 500 words.</p>	