**CORPORATE PROCUREMENT**

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10/01/2018

HAC5265 Pharmacy Public Health Services

Thank you for expressing an interest in the above project. The Selection Questionnaire (SQ) which will be used to select the organisations to be invited **for the above contract is an electronic questionnaire to be answered and submitted within the London Tender Portal.**

Please read through the SQ Instructions and the accompanying documents carefully that include the rules for responding to the questions and directions for submitting your completed SQ. The Evaluation Model is also included within the SQ instructions.

Before submitting your completed SQ, please ensure that:

* you have answered all questions, where required
* you have enclosed all documents requested; and
* you have read and signed the declaration included in the SQ

Please also note the Service Description and Proposed Terms and Conditions of Contract which will form the basis of any agreement resulting from this selection process.

**The submission deadline is 31 January 2018 at 12 noon.** Please ensure that your answers to the SQ questions are both accurate and complete. The Authority may exclude an organisation from the selection process at any stage if any of the representations made in their SQ are found to be untrue.

Each organisation must bear its own costs in relation to this procurement including the costs of completing this SQ. Under no circumstances shall the Authority be required to reimburse any organisation for any costs incurred in participating in this procurement. The Authority also reserves the right to discontinue this procurement at any time.

Please contact the Council through the portal, if you have any general questions about this SQ or about the SQ process. Comments will be recorded and responses published to all on an anonymous basis.

We are also open to any feedback on our procurement process via email [procurement@towerhamlets.gov.uk](mailto:procurement@towerhamlets.gov.uk)

We look forward to receiving your completed questionnaire.

Yours sincerely,

**Dawn Cafferty**

**Procurement Category Manager**

**London Borough of Tower Hamlets**

1. **PROJECT INFORMATION**
   1. Tenderers are responsible for allowing sufficient time to submit their SQ. The authority accepts no liability whatsoever for SQs that are not submitted due to internet connectivity issues, transmission delays or errors.

|  |  |
| --- | --- |
| Contract name & authority reference | HAC5265 Pharmacy Public Health Services |
| Client team/ project manager | Keith Williams/Chris Lovitt |
| Contract start date | 01/04/2018 |
| Contract duration | 3 years (+ up to 2 years extension at the Council’s sole discretion) |
| Contract type | Services |
| Annual spend estimate | £573,000 |
| Contract award value/ range | Subject to demand but anticipated maximum £30,000 per annum, per provider |
| Minimum Financial Requirements | Turnover: No minimum turnover  Current Asset Ratio  Gearing %  Turnover/Net Assets  D&B Risk Indicator |
| Insurance Requirements | Employer's (Compulsory)Liability Insurance £5M  Public Liability Insurance £10M  Professional Indemnity Insurance £5M  Product Liability Insurance £2M |
| If the Bidding Model is a Consortium we are requesting the creation of specific legal form i.e. Special Purpose Vehicle (SPV) | No |
| Qualifications/membership required | Registration with the General Pharmaceutical Committee |
| Ultimate/parent company guarantee | May be requested |
| Number/ range of suppliers to be shortlisted | No limit – all providers meeting the minimum requirements will be invited to enter into a contract with the Council |

Table 1

* 1. The authority reserves the right to discontinue this procurement at any time or not to select a bidder(s).
  2. Bidders are to bear the cost of submitting a response to the SQ. The authority will not be liable for any costs incurred by the Tenderer in the preparation and submission of the SQ including but not exclusively where the authority decides not to proceed with the tender.
  3. **Indicative Timetable -** These dates are indicative and are subject to change.

|  |  |
| --- | --- |
| **Procurement stage** | **Date** |
| Issue SQ by |  |
| SQ questions deadline |  |
| Submit completed SQ |  |
| Completion of SQ evaluation by |  |
| Notify tenderers of evaluation outcome by |  |

Table 2

1. **SQ STRUCTURE AND EVALUATION**

|  |  |
| --- | --- |
| **QUESTION** | **EVALUATION** |
| Selection of Lots | Not scored |
| **PART 1 – POTENTIAL SUPPLIER INFORMATION** |  |
| Section 1.1 - Potential Supplier Information | For information only |
| Section 1.2 - Bidding Model | For information only - It is possible that members of a group may be excluded on Exclusions grounds. |
| Section 1.3 - Contact Details | For information only - if not provided Fail |
| Section 1.4 Licensing and Registration | Pass/Fail as relevant to the industry/services to be provided |
| **PART 2 – EXCLUSIONS GROUNDS** |  |
| Section 2 - Grounds for Mandatory Exclusions | Pass/Fail |
| Section 3 – Grounds for Discretionary Exclusions | Pass/Fail |
| **PART 3 – SELECTION QUESTIONS** |  |
| Section 4 - Economic and Financial Standing | Pass/Fail |
| Section 5 – Insurance | Pass/Fail |
| Section 6 – Equality Legislation | Pass/Fail |
| Section 7 – Health & Safety Legislation | Pass/Fail |
| Section 8 – Environmental Management Legislation | Pass/Fail |
| Section 9 – Technical and Professional Ability:   * References * Project-specific requirements | Pass/Fail |
| Declaration | Pass/Fail (Fail if not completed and signed) |

Table 3

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

* 1. The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).
  2. A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2 (Appendix **1.2(b) - (ii) Subcontractors;** Appendix **1.2 (a) - (i) - Supporting Bidders Information)** For example these could be parent companies, affiliates, associates, or sub-contractors. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration.

**Supplier Selection Questions: Part 3**

* 1. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

1. **ASSESSMENT METHODOLOGY**
   1. All questions in this process will be assessed on pass/fail basis in relation to the stated minimum requirements.

* 1. The **financial standing** is a pass/fail question that will be scored in accordance in accordance with the following methodology and scoring mechanism.
  2. The **maximum score available is 23 points**. Bidders that fail to score the **minimum scores highlighted below** may be excluded from the process as this indicates an unacceptable level of financial risk.

**Turnover:**

It is the amount of money taken by a business within an Accounting Year.

|  |  |
| --- | --- |
| Range | Score |
| >2x contract value | 4 |
| 1.5- 2x contract value | 3 |
| 1 – 1.5x contract value | 2 |
| 0 - 1x contract value | **1** |

Table 4

**Current Asset Ratio**

The current ratio is a liquidity ratio that measures a company's ability to pay short-term and long-term obligations. Current assets ÷ current liabilities

|  |  |
| --- | --- |
| Range | Score |
| >2.5 | 5 |
| 2.1 – 2.5 | 4 |
| 1.8 – 2.0 | 3 |
| 1.5 – 1.7 | 2 |
| 1.1 – 1.4 | **1** |
| 0 – 1.1 | 0 |

Table 5

**Gearing %**

It is the proportion of a company’s borrowed funds to its equity. The ratio indicates the financial risk to which a business is subjected.

|  |  |
| --- | --- |
| Range | Score |
| 0 | 5 |
| 1 – 5 | 4 |
| 6 – 15 | 3 |
| 16 – 25 | 2 |
| 26 – 40 | **1** |
| >40 | 0 |

Table 6

**Turnover/Net Assets**

The asset turnover ratio is calculated by dividing net sales by average total assets.

|  |  |
| --- | --- |
| Range | Score |
| >20 | 5 |
| 16 – 20 | 4 |
| 11 - 15 | 3 |
| 6 -10 | 2 |
| 1-5 | **1** |
| 0 | 0 |

Table 7

**D&B Risk Indicator**

Report produced from the Dun and Brandstreet Dun & Bradstreet is a corporation that offers information on commercial credit and reports on businesses in comparison with other business in the same field.

|  |  |  |  |
| --- | --- | --- | --- |
| Failure Score | Risk Indicator | Probability of Failure | Score |
| 71-100 | 1 | Minimum Risk | 4 |
| 51-70 | 2 | Lower than average | 3 |
| 31-50 | 3 | Higher than average | 2 |
| 1-30 | 4 | High risk | **1\*** |
| - | - | Insufficient Information | 0 |

Table 8

\*Bidders should note that if the Risk Indicator is 3 or 4 or there is no risk indicator listed the Authority reserves the right to require a parent company guarantee, a performance bond or alternative security for any contract award.

1. **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” refer 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 Appendix.
   4. This Selection 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 stage of the process.
   5. Please ensure that all questions are completed in full and submit online. Failure to do so will result in the inability to submit your SQ online and/or your submission being disqualified. If the question does not apply to you mark it as such, where appropriate.
   6. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and uploaded in the appropriate question.

Exclusions

* 1. 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.
  2. A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Subcontracting Arrangements

* 1. **All sub-contractors** are required to complete Part 1 and Part 2 of the SQ by completing Appendix **1.2(b) - (ii) Subcontractors**. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, appendix **1.2(b) - (ii) Subcontractors** should be used to provide details of the 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 Appendix is to be uploaded in the appropriate question within Section 1.2 ‘Bidding Model’ - **1.2(b) - (ii).**
  2. The main organisation applying for the contract will complete Part 1, 2 and 3 providing one composite response and declaration.

**Consortia Arrangements**

* 1. **All members of a group of operators** are required to complete Part 1 and Part 2 of the SQ by completing Appendix **1.2 (a) - (i) - Supporting Bidders Information**. If the Supplier completing this SQ is doing so as the lead of a group of economic operators (e.g. consortium), Part 1, 2 and 3 will have to be completed by the lead contact for the group of economic operators. In addition, **all the members of the group** (supporting bidders) **MUST** complete the section 1.3, section 2 and 3. A separate Appendix is provided to be completed by all the members of the group. Section **1.2(a) (ii)** must also be completed for reference purposes.
  2. 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.
  3. 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 (**1.2 (a)-(i) - Supporting Bidders Information** – Appendix or **1.2(b) - (ii) Subcontractors**- Appendix). The authority will make a revised assessment of the submission based on the updated information.

**Confidentiality**

* 1. 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.
  2. The authority reserves the right to contact the named customer contact in section 6 regarding the contracts included as part of the response. 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.
  3. 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.

**Insurance**

* 1. The authority is asking potential providers to self-certify that they have or will undertake to secure any required insurance in the event that they are awarded the contract.

**Verification Information**

* 1. Whilst reserving the right to request information at any time throughout the Procurement process, the authority is enabling the supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. The authority will only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only. The evidence requested will relate to the specified requirements, such as the questions in section 8 of this SQ relating to Insurance.
  2. If the relevant documentary evidence is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Communications

* 1. All questions and queries about the procurement procedure must be submitted via the **question and answer facility on the Authority’s e-tendering system –** <https://www.londontenders.org/procontract/supplier.nsf/frm_home?openForm>

Submission of SQ

* 1. Please complete the SQ online – hard copies or email copies **will not be accepted**.
  2. It is **your responsibility** to ensure the submission is sent **on time**.

Misrepresentation

* 1. If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.