**SELECTION QUESTIONNAIRE**

 **for the provision of

MANUFACTURE AND INSTALLATION OF INDUSTRIAL DUCTWORK AND ASSOCIATED EQUIPMENT**

**at**

**EP Kilroot Limited (EPK)**

**Northern Ireland, UK**

**October 2019**

**Upon downloading the Selection Questionnaire, Economic Operators must immediately provide a contact name, email address and telephone number for their organisation to** Ductwork.ITT@EPUKI.co.uk **in order to receive clarification responses. It is the responsibility of each Economic Operator to register in this manner.**

1. **Introduction**

EP Kilroot Limited (EPK) operates Kilroot Power Station which is situated on the north shore of Belfast Lough near Carrickfergus in County Antrim, Northern Ireland. Kilroot has an installed generating capacity of 560 MW from dual coal and oil fuelled generators, plus 142 MW from additional gas turbines.

The plant was commissioned in 1981 solely as an oil burning station. In 1989, the plant converted to dual fuel firing with coal. Flue Gas Desulphurisation equipment was installed in 2007 to meet the requirements of the EU Large Combustion Plant Directive.

1. **Background to the requirement**

**2.1.** **Overview**

EPK are inviting tenders from qualified Economic Operators for the supply and delivery of specialist industrial ductwork, including all manufacturing and the installation, at the Kilroot power station.

EPK have employed the services of RJM (Principle Designers) to design the SUFA (Secondary Under Fired Air) system. The purpose of this SUFA system will be to inject air directly into the centre of the rotating fireball, via the furnace hopper and reduce the levels of unburnt carbon.

A key element of this system is a section of new ductwork which will supply preheated air to the furnace. This ductwork will transport air from the existing SA system, down towards the hopper and in through the hopper to the SUFA ports.

Approximately 35m of new ductwork is required, along with all associated equipment – coated support steelwork, fasteners, fixings, cladding, lagging, screws, gasket material, expansion joints, dampers and instrumentation.

**Kilroot:**

**General**

* The successful Economic Operator will be responsible for the installation of a complete end to end ductwork system and all associated works.
* The Economic Operator will ensure they put in place all measures, checks and controls to meet or exceed all Health, Safety and Environment requirements under law and contained within the EPK HSE Plan.
* This will include all method statements, risk assessments, competency and training records for staff.
* Planning, management and monitoring of all work under your control, so it is carried out without the risk to health and safety of anyone on site.
* The Economic Operator will work in accordance with the Construction Design and Management Regulations (NI) 2016.
* Comply with any direction given to them by the Principle Designer (RJM).
* The Economic Operator will perform the manufacture and installation of ductwork and associated equipment, outlined in the Scope of Work.
* The Economic Operator will refer to the General Specification document, which details all general requirements.
* The Economic Operator will attend a pre-contract meeting with the internal project team and discuss roles, responsibilities and lines of communication. Agree meeting schedules, structure and attendees.
* On site measurement verification, manufacture, factory acceptance testing, installation, commissioning and testing.
* The Economic Operator will agree to the EPK site access procedures.
* The Economic Operator will complete the site induction and adhere to all procedures and other EPK health and safety requirements on site.
* The Economic Operator will agree to the procedures for dealing with queries and agree procedures for issuing instructions.
* The Economic Operator is required to attend site to review the design in relation to the existing plant and carry out full and complete measurements of the proposed ductwork and associated equipment installation, to ensure the new components fit correctly as anticipated in the engineering design pack and that there will be no clashes with existing plant during installation and once installed.
* The Economic Operator will highlight any potential issues, prior to manufacture, which may cause a clash when installing the ductwork, insulation and/or access doors, fixings and brackets/supports or secondary steel.
* The Economic Operator is required to review the interface and fixing points for high level supports, floor support and air heater air bypass ductwork.
* The Economic Operator will manufacture the ductwork and any associated equipment off-site, following completion of the onsite measurement activities.
* The Economic Operator will provide a manufacturing and installation programme which shows all lead times, for the complete ductwork system.
* The Economic Operator will need to satisfy EPK, that it can provide replacement ductwork / metalwork at short notice.
* The Economic Operator will allow for a complete ductwork system, including the full integration with all new and existing, interconnecting systems.
* The Economic Operator will include in their schedule, suitable hold points, at which time EPK company representatives will be invited to the Economic Operators manufacturing facilities to review the manufacturing process.
* The Economic Operator will include a factory acceptance test in its schedule and will invite EPK and the RJM to the site for inspection purposes.
* The Economic Operators will use industry best practice methods, equipment and qualified and experienced ductwork installation labour.
* The Economic Operators will provide all labour and full-time supervision to perform the works.
* The Economic Operators will provide all plant, tools, equipment, PPE, lifting gear, mobile plant, supplementary lighting and materials required to perform the works, except where specifically agreed with EPK - The provision of Scaffolding is not included in this requirement.
* It is the responsibility of the Economic Operators to satisfy himself that the specification of such offered services, meets the Economic Operators requirements and where it does not meet such requirements.
* The Economic Operator is required to submit their planned labour schedule, with all named installers, ahead of works been completed on site.
* The Economic Operator will supply suitably qualified and experienced staff to successfully undertake the Scope of Works.
* The Economic Operator will have a suitable mobile workshop facility, as required to complete the Scope of Works.
* All lifting, and rigging will employ appropriate methods such that the load is always securely rigged and supported and complete all risk assessments and method statements prior to these works being completed on site.
* The Economic Operator will review, acknowledge and accept all EPK documents relating to the health and safety on site and the EPK Terms and Conditions.
* The break in installation activities will all take place DURING THE 4 WEEK OUTAGE - UNIT SHUTDOWN. The Economic Operators is required to manufacture the majority of new ductwork and associated equipment, in advance of a planned unit shutdown**. 20th April 2020 to 17th May 2020, (exact dates will be confirmed in the ITT stage).**
* The Economic Operator will be required to complete cold commissioning and test activities.
* The Economic Operator will be required to insulate and clad ductwork and associated equipment where necessary.
* The Economic Operator will be required to complete hot commissioning and test activities.
* The Economic Operator will complete the installation and tie into existing systems during the outage shutdown period (4 weeks MAX). No additional outages will be taken to install the SUFA ductwork or associated equipment.
* The Economic Operator may have the chance to complete a proportion of the works in advance of the 4-week shut down and this could be as much as 75%.
* RJM (Principle Designers) have compiled a clash detection report and an installation clash report following the completion of a 3D laser survey. The clashes identified in this report will be addressed by others prior to the onsite works. This does not negate the Economic Operators of their obligations to carry out initial measurement verification on site.
* The Economic Operator shall demonstrate to EPK by inspection of the work that the installation of ductwork and associated equipment is complete.
* The Economic Operator shall complete any pressure testing works to the completed ductwork system.
* The Economic Operator will remedy any deficiencies highlighted by EPK / RJM, within the timescales of the planned shutdown and rectify any works during this same period.
* The Economic Operator will provide to EPK a Ductwork Fabrication Document Pack, which will include The Quality Plan, specifications, objectives, responsibilities, change management, version control, Inspection Checklist/Reports, Defects and/or non-conformities identified during inspections and the remedial recommendation, NDT Record(s), Material Certificate(s), Weld Procedure(s), Welders Qualification(s), Test plans and results and any other items the Economic Operators deems relevant.
* The Economic Operator will refer to the General Specification document for the overall Outage dates. Exact timing for the execution and completion of this scope of works to be agreed prior to the Overhaul.
* The Economic Operator is required to submit a fixed price for the execution of all work defined in the Scope of Work and provide a Schedule of Rates.

Further detail is contained in the Technical Specification to be issued to all Economic Operators shortlisted for tender stage.

It is anticipated that the contract awarded will commence ***13th January 2020***. The contract will be an agreement between the Client and the successful Economic Operator.

**2.2.** **The procurement process**

This procurement is being conducted in accordance with the negotiated procedure under the Utilities Contracts Regulations 2016 (**Regulations**). Economic Operators should complete and submit this Selection Questionnaire (**SQ**) in accordance with the instructions in this document prior to the return deadline of ***12pm Friday 15th November 2019.***

Following submission and evaluation of SQ responses, the Clients envisage inviting a minimum of (4) Economic Operators to the tender stage. If, in the Client’s opinion there are more than 4 suitable Economic Operators, the Client reserves the right to invite all Economic Operators or a number higher than the minimum but less than the total number of SQ respondents to the Invitation to Tender (ITT) stage.

All Economic Operators will be informed of the outcome of the evaluation of SQ responses and those Economic Operators shortlisted for tender stage will be provided with the tender documents and invited to complete and return their tender response in accordance with the (ITT).

**2.3.** **Indicative Timetable**

The proposed timetable for the procurement process is set out below. This represents a guide only and the Client reserve the right to depart from the stated timescales at any time.

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| --- | --- |
| **Date** | **Action** |
| **Monday 14th October 2019** | **Issue OJEU Notice/SQ and draft ITT** |
| **12pm Monday 4th November 2019** | **SQ Clarification Deadline** |
| **12pm Friday 15th November 2019** | **SQ Return Deadline** |

1. **Outline of the Requirement**

The Client are inviting tenders for the provision of the manufacture and installation of ductwork and associated equipment at Kilroot power station.

Economic Operators must be able to provide all categories of the services listed above. If an Economic Operator cannot provide any of the services listed, the Economic Operator will be excluded from consideration for the award of the contract and progression to ITT stage.

1. **Instructions to Economic Operators**

**4.1.** **Consortia**

Economic Operators may wish to form a consortium (i.e. a group of suppliers and/or sub-contractors) for this procurement process. Economic Operators wishing to apply in this way must complete the relevant sections of the SQ detailing the information required in relation to the consortium (as indicated within the SQ).

Each consortium member will be required to contract with the Client on such basis as the Client consider appropriate, having regard to the nature, size and complexity of the contract. In particular, the Client may require:

* some or all consortium members to contract on the basis of joint and several liability;
* one consortium member to contract as the prime contractor (with other consortium members entering into direct agreements, collateral warranties or guarantees); or
* the consortium to form an incorporated, special purpose vehicle to contract with the Client.

Failure to comply with any of the above requirements may result in the rejection of the Economic Operator from the procurement process.

**4.2.** **Reliance on Third Parties**

Economic Operators (including, for the avoidance of doubt, consortium members) may rely on the resources of third party entities, with which they are directly or indirectly linked, in order to meet the SQ requirements. The Client reserve the right to require such assurances as considered necessary and/or the provision of a guarantee, performance bond, direct agreement or collateral warranty from the third-party entities.

Where a third party entity is being relied on to support the obligations of the Economic Operator, the relevant information must be provided in the SQ, for example, in relation to economic and financial standing. It is important for Economic Operators to note that, if sufficient evidence is not provided, or the Client do not deem it appropriate for the Economic Operator (or any consortium member) to rely on a third party’s resources in the manner proposed, the Economic Operator (or consortium member as appropriate) will be evaluated on its own merits.

Failure to comply with any of the above requirements may result in the rejection of the Economic Operator from the procurement process.

**4.3.** **Changes to information provided in SQ responses**

Where information provided in an SQ response changes following submission, Economic Operators must notify the Client as soon as possible, providing full details of, and reasons for, the changes. Failure to notify such changes may result in the rejection of the Economic Operator from the procurement process.

In particular, but without limitation, the Economic Operator must notify the Client of:

* any proposed changes to consortium members or any third party entities being relied on;
* any significant deterioration in the financial standing of the Economic Operator, or any consortium member or third party entity being relied on; and
* if any of the grounds set out in Regulation 57 of the Public Contracts Regulations 2015 apply in respect of the Economic Operator, or any consortium member or third party entity being relied on.

The Client may require the Economic Operator to provide such further information as may be required to enable them to assess the Economic Operator’s ability to continue participating in the procurement process. The Client reserve the right, at their absolute discretion, to accept or reject any changes to an Economic Operator’s structure and to reject an Economic Operator from the procurement process on this basis.

**4.4.** **Clarifications**

Economic Operators may seek clarification where they consider any part of the documentation or any other aspect of this procurement process is unclear. Requests for clarification in relation to the SQ must be sent via email to Ductwork.ITT@EPUKI.co.uk ***by no later than 12pm Monday 4th November.***

Clarification requests and responses will be circulated to all Economic Operators and shall form part of the procurement process. It is the responsibility of Economic Operators to monitor and take into consideration all clarification responses issued. Where an Economic Operator considers a clarification to be confidential in nature, this should be clearly stated on the request. In all circumstances, the Client reserve the right to communicate clarification responses to all Economic Operators, at any stage, at their sole discretion.

**4.5.** **Submission of SQ responses**

Economic Operators must complete all questions in the SQ in full, in the format requested, and return the completed SQ response to Ductwork.ITT@EPUKI.co.uk ***12pm Friday 15th November 2019.***

**Economic Operators should note that late responses will not be accepted.**

**4.6.** **Evaluation of SQ responses**

The evaluation of SQ responses will be carried out by a single evaluation panel on behalf of the Client.

***Completeness and Compliance Check***

SQ responses will be subject to a completeness and compliance check to ensure that the SQ response is fully compliant with the requirements of this document.

***Evaluation***

Each question within the SQ response will then be evaluated in accordance with the evaluation criteria stipulated within the question. Any Economic Operator that fails any question within the SQ will be rejected from the procurement process.

Question 1 is for information only, however Economic Operators must provide all information requested. Economic Operators that pass all of Questions 2, 3, 4 and 5.1 will proceed to have their responses to Questions 5.2 to 5.5 evaluated.

Questions 5.2 to 5.5 have the following weightings, as set out in further detail within the scoring indicators for the questions:

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| **Question** | **Weighting**  |
| Question 5.2 | 30% |
| Question 5.3 | 10% |
| Question 5.4 | 20% |
| Question 5.5 | 30% |
| Question 5.6 | 10% |

The Client reserve the right to contact any named customer contact in Question 5.5 of the SQ in order to verify the information provided by the Economic Operator.

Following the conclusion of the evaluation of all SQ responses, the Client will aggregate the scores for each Economic Operator in Questions 5.2 to 5.5 and rank Economic Operators in order.

As outlined above, the Client envisage (subject to a sufficient number of satisfactory responses being received) inviting a minimum of 4 Economic Operators to submit tender responses. All Economic Operators will be informed of the outcome of the evaluation of SQ responses and the successful Economic Operators will be invited to submit tender responses.

***Clarification***

Where an SQ response is not complete/compliant with the instructions set out in this document, the Client reserve the right, at their absolute discretion and subject to the Regulations, to:

* Reject the SQ response as non-compliant;
* Without prejudice to the above, to:
	+ Seek clarification or supplementary information from the Economic Operator(s);
	+ To request the Economic Operator(s) to provide information or items which have been provided in an incorrect format; and
	+ To waive a requirement which, in the opinion of the Client, is minor and/or procedural.

For the avoidance of doubt, whilst the Client reserve the right to carry out the above action, they shall not be obliged to do so.

Economic Operators must comply with and facilitate any requests in this regard within such timeline as the Client may, at their discretion, stipulate. The Client’ decision in relation to the compliance of any SQ response shall be final.

**4.7.** **Disclaimers**

* The advertisement of this opportunity in no way commits the Client’ to appoint an Economic Operator to provide the services described in this document and the Client reserve the right to terminate this procurement process at any time.
* The Client are under no obligation to proceed with the contract and may, at their absolute discretion, withdraw, change, vary or suspend this procurement process. Nothing in this document constitutes an agreement or representation that an Economic Operator will be awarded a contract.
* Economic Operators are requested to consider if any information supplied in their SQ response should not be disclosed because of sensitivity. If so, this should be expressly identified by the Economic Operator within the SQ response.
* In providing any information in connection with this procurement process, whether in this SQ or otherwise, the Client make no representation, and accept no responsibility for, the accuracy, comprehensiveness or adequacy of the information provided.
* The costs of participating in this procurement process shall be borne by each Economic Operator.
* The tender documents contain information that is proprietary and confidential to the Client. Any dissemination, distribution, reproduction or disclosure of any content of this document is forbidden, without obtaining the prior written consent of the Client. By receiving the information contained in this document and any associated documents, the Economic Operator agrees to keep confidential the information contained in these documents and/or any further information made available in connection with any further enquiries regarding the contract. This document, and any associated documents, may only be made available to the Economic Operator’s employees or professional advisors directly involved in the appraisal of such information on the same confidential basis and the Economic Operator shall be responsible for ensuring that such employers and professional advisors maintain the confidentiality of information disclosed by or on behalf of the Client.
* If it is necessary for the Client to amend this documentation in any way, prior to the receipt of responses, all Economic Operators shall be notified in writing simultaneously. If appropriate, the deadline for responses may be extended.
* Any Economic Operator who, directly or indirectly, canvasses any representative of the Client concerning the award of the contract or who directly or indirectly obtains or attempts to obtain information from such representative concerning the proposed or any other response will be disqualified.
* The Client reserve the right to request further information from an Economic Operator in relation to any response provided to this SQ, in particular to seek evidence, including supporting documents, to support any statement or confirmation given.

**SELECTION QUESTIONNAIRE**

**Question 1: Potential supplier Information (Information only)**

All Economic Operators, or in the case of a consortium the lead Economic Operator, must complete the questions in Question 1. Responses to Question 1 are provided for information only and do not form part of the scored evaluation of SQ responses. However, Economic Operators must provide a full response to each question (unless not applicable, in which case Economic Operators must enter “N/A”).

Do not leave the answer to any question blank.

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| **Question 1** | **Potential supplier information** |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Please enter the full name of the Economic Operator submitting the information |  |
| 1.1(b) – (i) | Please enter the Economic Operator’s registered office address (if applicable) |  |
| 1.1(b) – (ii) | Please enter the Economic Operator’s registered website address (if applicable) |  |
| 1.1(c) | Please state the Economic Operator’s trading status:a) public limited companyb) limited company c) limited liability partnership d) other partnership e) sole trader f) third sectorg) other (please specify) |  |
| 1.1(d) | Please enter date of registration in country of origin |  |
| 1.1(e) | Please enter company registration number (if applicable) |  |
| 1.1(f) | Please enter registered VAT number  |  |
| 1.1(g) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?  | Yes ☐No ☐N/A ☐ |
| 1.1(g) - (ii) | If you responded yes to 1.1(g) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(h) - (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 ☐No ☐ |
| 1.1(h) - (ii) | If you responded yes to 1.1(h) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(j) | 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(k) | 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) |  |

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| **Question 1** | **Bidding model** |
| **Question number** | **Question** | **Response** |
| 1.2(a) - (i) | To be completed by the lead Economic Operator:Are you bidding as the lead contact for a consortium? | Yes ☐No ☐If yes, please complete the details requested in the remainder of this question 1.2 and then complete the remainder of the SQ (as applicable).If no, please complete questions 1.2(b) – (i) and 1.2(b) – (ii) and then complete the remainder of the SQ (as applicable).  |
| If you are bidding as the lead Economic Operator for a consortium please provide the following details: |
| 1.2(a) - (ii) | Name of consortium (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the consortium 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 relying on other third party entities (i.e. parent companies, affiliates, associates or essential sub-contractors) to meet the selection criteria? | Yes ☐No ☐ |
| 1.2(b) – (ii) (Cont) | If you answered 'Yes' to the above question each third party entity must complete and attach the relevant section(s) of the SQ as indicated below.  |

**Question 2: Grounds for mandatory exclusion (Pass/Fail)**

All Economic Operators, consortium members and any third party entities being relied on by the Economic Operator (or its consortium members), e.g. sub-contractors, must complete Question 2.

Any Economic Operator, consortium member or third party entity being relied that answers “yes” to any part of Question 2 must provide sufficient information in relation to the circumstances and evidence of any remedial action taken in order to demonstrate self-cleaning, in accordance with Regulation 57(5) and (13) - (17) of the Public Contracts Regulations 2015 (as amended). If the Client consider the information provided is sufficient, the Economic Operator will be permitted to continue in the procurement process.

An SQ response will be marked as a “fail” and excluded from the procurement process where an Economic Operator, consortium member or third party entity being relied on responds “yes” to any part of Question 2 and fails to provide a sufficient explanation (in Question 2.2 or 2.3(b)) to the Client’ satisfaction in accordance with the self-cleaning measures outlined in Regulation 57(5) and (13) - (17) of the Public Contracts Regulations 2015 (as amended).

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| **Question 2** | **Grounds for mandatory exclusion** |
| **Question number** | **Question** | **Response** |
| 2.1(a) | The detailed grounds for mandatory exclusion of an Economic Operator are set out in Regulation 57(1) and 57(2) of the Public Contracts Regulations 2015 (as amended).Please indicate if 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 contained within Regulation 57(1): |
| 2.1(a)(i) | Participation in a criminal organisation  | Yes ☐No ☐If yes, please provide details at 2.1(b) |
| 2.1(a)(ii) | Corruption | Yes ☐No ☐If yes, please provide details at 2.1(b) |
| 2.1(a)(iii) | Fraud | Yes ☐No ☐If yes, please provide details at 2.1(b) |
| 2.1(a)(iv) | Terrorist offences or offences linked to terrorist activities | Yes ☐No ☐If yes, please provide details at 2.1(b) |
| 2.1(a)(v) | Money laundering or terrorist financing | Yes ☐No ☐If yes, please provide details at 2.1(b) |
| 2.1(a)(vi) | Child labour and other forms of trafficking in human beings | Yes ☐No ☐If yes, please provide details at 2.1(b)  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide the following 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, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (i.e. self-cleaning)?  |  |
| 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 ☐No ☐ |
| 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. |  |

**Question 3: Grounds for discretionary exclusion (Pass/Fail)**

All Economic Operators, consortium members and any third party entities being relied on by the Economic Operator (or its consortium members) e.g. sub-contractors, must complete Question 3.

Any Economic Operator, consortium member or third party entity being relied that answers “yes” to any part of Question 3 must provide sufficient information in relation to the circumstances and evidence of any remedial action taken in order to demonstrate self-cleaning, in accordance with Regulation 57(13) – (17) of the Public Contracts Regulations 2015 (as amended). If the Client consider the information provided is sufficient, the Economic Operator will be permitted to continue in the procurement process.

An SQ response will be marked as a “fail” and excluded from the procurement process where an Economic Operator, consortium member or third party entity being relied on responds “yes” to any part of Question 3.1 and fails to provide a sufficient explanation (in Question 3.2) to the Client’ satisfaction in accordance with the self-cleaning measures outlined in Regulation 57(13) - (17) of the Public Contracts Regulations 2015 (as amended).

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| **Question 3** | **Grounds for discretionary exclusion**  |
|  | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an Economic Operator are set out in Regulation 57(8) of the Public Contracts Regulations 2015 (as amended).Please indicate if 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 contained within Regulation 57(8) for: |
| 3.1(a) | Breach of environmental obligations | Yes ☐No ☐If yes, please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations | Yes ☐No ☐If yes, please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations | Yes ☐No ☐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 ☐No ☐If yes, please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct | Yes ☐No ☐If yes, please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other Economic Operators aimed at distorting competition | Yes ☐No ☐If yes, please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of Regulation 42 due to the participation in the procurement procedure | Yes ☐No ☐If yes, please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure | Yes ☐No ☐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 ☐No ☐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 ☐No ☐If yes, please provide details at 3.2 |
| 3.1(j) - (ii) | The organisation has withheld such information. | Yes ☐No ☐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 ☐No ☐If yes, please provide details at 3.2 |
| 3.1(j)-(iv) | The organisation has influenced the decision-making process of the Client 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 ☐No ☐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 (i.e. self-cleaning)?  |  |

**Question 4: Economic and Financial Standing (Pass/Fail)**

All of the following must each complete the questions in Question 4:

* Economic Operators
* Consortium members
* Third party entities being relied on by the Economic Operator to satisfy the economic and financial standing requirements in the SQ (where relevant)

An SQ response will be marked as a “fail” and excluded from the procurement process where the Economic Operator does not demonstrate that it meets the turnover requirement specified in Question 4.1 below and/or responds no to Question 4.1, 4.2, 4.3 and/or 4.4.

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| **Question 4**  | **Financial Information** |
| **Question** | **Response** |
| **4.1** | Economic Operators are required to demonstrate an annual turnover of at least **£700,000** each of the previous three (3) years. Economic Operators must provide a copy of their full[[1]](#footnote-1) audited accounts[[2]](#footnote-2) for each of the last three (3) years in order to demonstrate that they meet this requirement. Please confirm that your organisation meets the financial threshold specified and the required evidence has been provided: | **Yes / No** |
| **4.2** | Please confirm that you are NOT in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or in any analogous state or subject to relevant proceedings: | **Yes / No** |
| **4.3** | Please confirm that you have fulfilled all obligations relating to the payment of taxes: | **Yes / No** |
| **4.4** | Economic Operators are required to confirm that they have in place or have the ability to obtain[[3]](#footnote-3) (and maintain for the duration of the Contract, if successful) insurance at the following levels:* **Professional Indemnity Insurance** - £5 million for each and every claim
* **Public Liability Insurance** - £5 million for each and every claim
* **Employers Liability Insurance** - £5 million for each and every claim
* **Civil Liability for Motor Insurance** - £1 million for each and every claim
 | **Yes / No** |

**Section 5: Technical and Professional Ability (Pass/Fail and Scored)**

Economic Operators (where appropriate, as lead Economic Operator on behalf of all consortium members and third parties being relied upon) must complete Section 5.

**Question 5.1 – Ability (Pass/Fail)**

An SQ response will be marked as a “fail” and excluded from the procurement process where the Economic Operator does not demonstrate that it meets the requirement specified in Question 5.1 below and/or responds no to Question 5.1.

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| **Ability** |
| **Question** | **Response** |
| **5.1** | Economic Operators are required to demonstrate that the manufacturing and installation of industrial ductwork systems is within their business capabilities.Does your organisation have the manufacturing capacity and manpower available to install the complete ductwork system within the timescales detailed in this SQ document?Economic Operators must provide details of their business to demonstrate that they meet this requirement. Please confirm that your organisation meets the requirement specified and the required evidence has been provided: | **Yes/No – Please provide further information.** **Yes/No – Please provide further information.****Yes/No** |

**Question 5.2 – Health and Safety Management (30%)**

Responses to Question 5.2 will be marked based on the scoring indicators below. An SQ response will be marked as a “fail” and excluded from the procurement process where the Economic Operator does not achieve a score of at least 15%.

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| **Weighted Score** | **Indicator**  |
| 30% | The Economic Operator has in place a health and safety management system which is accredited to OHSAS 18001 or ISO 45001 standard and the required evidence has been provided.  |
| 15% | The Economic Operator has in place a health and safety management system which conforms to OHSAS 18001 or ISO 45001 standard and the required evidence has been provided.  |
| 10% | The Economic Operator has in place a safety management system and safety training plan for regular staff and evidence has been provided. |
| 5% | The Economic Operator has a health & safety policy statement.  |
| 0% | The Economic Operator does not have in place a health and safety management system which is accredited or conforms to OHSAS 18001 or ISO 45001 standard and/or the required evidence has not been provided. |

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| **Health and safety management** |
| **Question** |  **Response** |
| **5.2** | Economic Operators are required to demonstrate their approach to health and safety management by responding to the following questions: |
| Does your organisation have a health and safety management system in place which conforms to OHSAS 18001 or ISO 45001 standard? If so, please provide a copy of your health and safety policy.  | **Yes/No– Please provide further information.** |
| Does your organisation have a health and safety management system in place which is accredited to OHSAS 18001 or ISO 45001 standard? If so, please provide a copy of your current certificate. | **Yes/No – Please provide further information.** |
| Does your organisation have a health and safety policy statement?  | **Yes/No – Please provide further information** |

**Question 5.3 – Environmental Management (10%)**

Responses to Question 5.3 will be marked based on the scoring indicators below. An SQ response will be marked as a “fail” and excluded from the procurement process where the Economic Operator does not achieve a score of at least 5%

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| **Score** | **Indicator**  |
| 10% | The Economic Operator has in place an environmental management system which is accredited to ISO 14001 standard and the required evidence has been provided.  |
| 5% | The Economic Operator has in place an environmental management system which conforms to ISO 14001 standard and the required evidence has been provided.  |
| 0% | The Economic Operator does not have in place an environmental management system which is accredited or conforms to ISO 14001 standard and/or the required evidence has not been provided. |

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| **Environmental management** |
| **Question** |  **Response** |
| **5.3** | Economic Operators are required to demonstrate their approach to environmental management by responding to the following questions: |
| Does your organisation have an environmental management system in place which conforms to ISO 14001 standard? If so, please provide a copy of your environmental policy.  | **Yes/No** |
| Does your organisation have an environmental management system in place which is accredited to ISO 14001 standard? If so, please provide a copy of your current certificate.  | **Yes/No** |

**Question 5.4 – Quality Management (20%)**

Responses to Question 5.4 will be marked based on the scoring indicators below. An SQ response will be marked as a “fail” and excluded from the procurement process where the Economic Operator does not achieve a score of at least 5%.

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| **Score** | **Indicator**  |
| 20% | The Economic Operator can manufacture the ductwork to BS ISO3834-2 and CE Marking to BS1090-1 |
| 15% | The Economic Operator conducts a regular program of audits and inspections on ductwork, during the manufacturing and installation stages and again prior to system handover.  |
| 10% | The Economic Operator has their own in-house ductwork manufacturing facility where ductwork will be manufactured specifically for this project.  |
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| 5% | Economic Operator has a policy on quality. |

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| **Quality management in ductwork manufacture and installation** |
| **Question** | **Response** |
| **5.4** | Economic Operators are required to demonstrate their competency by responding to the following questions: |
| Is your organisation capable of manufacturing ductwork to BS ISO3834-2 and CE Marking to BS1090-1? | Yes/NoPlease provide further information |
|  | Has your organisation conducted a regular program of audits and inspections, carried out on work of a similar nature and complexity, during manufacturing, installation and prior to system handover?  | Yes/NoPlease provide further information |
|  | Does your organisation have the facility to manufacture all ductwork in-house, specifically for this for this project? | Yes/NoPlease provide further information |
|  | Does your organisation have a policy on quality?  | Yes/NoPlease provide further information |

**Question 5.5 – Experience (30%)**

Responses to Question 5.5 will be marked based on the scoring indicators below. An SQ response will be marked as a “fail” and excluded from the procurement process where the Economic Operator does not achieve a score of at least 20%.

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| **Score** | **Indicator**  |
| 30% | Excellent – response gives real confidence that the Economic Operator has the capability to deliver the requirements and at least two examples demonstrate experience of delivering the services for a power station or large industrial environment (or equivalent). |
| 25% | Above acceptable – response demonstrates good capability to meet the requirement and at least one example demonstrates experience of delivering the services for a power station or large industrial environment (or equivalent). |
| 20% | Acceptable – response provided indicates that the Economic Operator has adequate capability to deliver a contract of this size and evidence of skill/experience sought has been provided.  |
| 10% | Less than acceptable – response lacks convincing evidence of skills/experience sought, medium risk that relevant skills are not available.  |
| 5% | A poor response/answer/solution – limited or poor evidence of experience or skills sought, high risk that relevant skills are not available. |
| 0% | Failed to address the question.  |

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| **5 Relevant experience and contract examples** |
| 5.5 | Please provide three (3) examples of your experience, within the three (3) years prior to the date of this SQ, of delivering a complete ductwork manufacture and installation service, of similar scope and size to that described in this SQ, on a large industrial site. Economic Operators should note that they will be marked higher for demonstrating experience of delivering the services at a power station or similar size large industrial site.Details provided for each example should include: client name; address; contact name and telephone number; start and finish dates of the contract and a brief description of the Economic Operator’s role. Economic Operators should ensure that Client listed, if required, would be willing to provide a reference for them and would be willing to discuss with the Client the Economic Operator’s performance. The Client reserve the right to contact all or any companies for a reference and may wish to visit the Client’s premises.  |
| **Enter your response below:** |
|  |  |

**Question 5.6 – Capability 10%**

Responses to Question 5.6 will be marked based on the scoring indicators below. An SQ response will be marked as a “fail” and excluded from the procurement process where the Economic Operator does not achieve a score of at least 2%.

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| **Score** | **Indicator**  |
| 10% | The Economic Operator has the manufacturing capacity and manpower available to install the complete ductwork system within the timescales detailed in this SQ document.  |
| 8% | The Economic Operator has the capability and qualifications to undertake welding and thermal insulation activities on site. |
| 6% | The Economic Operator will utilise its own experienced, in-house workforce and not sub-contract any elements of the installation.  |
| 4% | The Economic Operator will provide installation labour with at least 5 years’ ductwork installing experience.  |
| 3% | The Economic Operator will utilise local labour.  |
| 2% | The Economic Operator has its own in-house CAD and/or BIM capability |

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| **Capability ductwork manufacture and installation** |
| **Question** | **Response** |
| **5.6** | Economic Operators are required to demonstrate their competency by responding to the following questions: |
| Does your organisation have the manufacturing capacity and manpower available to install the complete ductwork system within the timescales detailed in this SQ document? | Yes/No - Please provide further information |
|  | Does your organisation have the capability and qualifications to undertake welding and thermal insulation activities on site | Yes/No - Please provide further information |
|  | Will your organisation utilise its own experienced, in-house workforce and not sub-contract any elements of the installation? | Yes/No - Please provide further information |
|  | Does your organisation intend to use a labour force with at least 5 years’ ductwork installing experience? | Yes/No - Please provide further information |
|  | Will your organisation utilise local labour?  | Yes/No - Please provide further information |
|  | Does your organisation have its own in-house CAD and/or BIM facility | Yes/No - Please provide further information |

**Section 6: Declaration**

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| **Contact details and declaration**  |
| By submitting an SQ response: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 process. 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. |
| **Completed by:** |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

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| **SQ - Appendices**  |

Economic Operators should complete the tables below to indicate any appendices included within their SQ response.

|  |
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| **SQ** – Appendix 1 |
| **SQ** section – |
| Question number – |
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| **SQ** – Appendix 2 |
| **SQ** section – |
| Question number – |
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| **SQ** – Appendix 3 |
| **SQ** section – |
| Question number – |
|  |

1. Including profit and loss, balance sheet, directors and (as appropriate) auditor’s reports. [↑](#footnote-ref-1)
2. If audited accounts are not a legal requirement for your organisation, please provide signed accounts as prepared by a recognised firm of accountants. [↑](#footnote-ref-2)
3. Only the successful Economic Operator will be required to provide evidence of current insurance cover in each of the above areas as a pre-condition to award of the Contract. [↑](#footnote-ref-3)