



**Poplar HARCA  
Instructions to Applicants for the Supplier  
Questionnaire Stage (Expressions of Interest) for:**

**Design and Construction of 22 Residential Units, B1 Commercial Space and Associated Works  
at, 43-45 Gillender Street, London E14 6RN**



**Date of Expression of Interest:** 2 September 2019 (Rev D)

**Date of Expression of Interest Return:** 11/10/2019

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## **Appendices:**

Appendix 1 – Existing Project Directory

Appendix 2 – Planning Application Documents

Appendix 3 – Draft Stage 1 Tender Document

## **Status**

Rev	Date	Status	Author	Check
C	9.8.19	Draft for comment	IJC	IJC
D	2.9.19	Final for Issue	IJC	IJC

# 1 Introduction

## 1.1 Purpose of this Document

Poplar HARCA (**“the Employer”**) is seeking to procure a constructor partner to bring forward a high quality residential led redevelopment for the Leaside Business Centre, 43-45 Gillender Street, E14 6RN.

This Sifting Brief provides interested parties with stage 1 tender background information in respect of the development opportunity, including outlining the requirements, and providing details of the procurement process including evaluation.

It is proposed that the scheme be procured through a 2 stage process with use of the JCT 2016 Design and Build Contract and through a PCSA agreement for stage 2.

This sifting brief is part of the call for completion and Expressions of Interest for stage 1 tenders.

We request that you respond to the Sifting Brief questions in section 8 of this document by the date/time set in the timetable in section 6.2. We will evaluate responses in line with the evaluation methodology set out in part 6.10. A minimum of 5 and maximum of 6 highest scoring compliant Applicants will be invited to tender for the project.

## 1.2 Project Team (RIBA Stages 1 to 3):

As more fully defined by the Project Directory at Appendix 1

The core project team delivering the procurement process for Gillender Street comprises:

- Employer – Poplar HARCA
- *Architect/Lead Designer* – Stock Wool
- *Landscape Architect* – PRP
- *Conservation Consultants* – Ray Rogers
- *Transport* – EASTransport
- *Planning* – Leaside Planning
- *Project Manager/EA* – Pellings LLP
- *Principal Designer (CDM)* – Pellings LLP

## 1.3 Programme Background

A Planning Application for the Scheme has been made in July 2019 information on which is contained in Appendix 2.

The proposed development will provide circa 533m<sup>2</sup> of workspace to the front of the site between the two existing listed buildings and residential accommodation to the rear comprising 22 units together with a central landscaped courtyard.

It is proposed to procure constructing partners to enable site possession from Spring 2020 and a start on site for construction in Summer 2020. The Contract Period is to be developed through the stage 2 process.

## 1.4 Project Overview

Site address: Leaside Business Centre, 43-45 Gillender Street, London E14 6RN (defined as ‘the Scheme’). See Appendix 2 Planning Application documents.

The project consists of the development of a mixed use scheme near Bromley-by-Bow for 22 residential units and circa 533m<sup>2</sup> commercial space. The project also includes some works to two existing Heritage buildings.

Works to the highway for the Scheme will need to be carried out via s278. Please see Appendix 2 – (*Transportation Report and Plan*).

The Contractor will be required to employ an experienced and coordinated Design Team to bring forward high quality design from RIBA stage 4 onwards.

In this respect, whilst there is no intent to novate, the Employer is highly supportive of the continued employment of the existing Design Team for stage 4 onwards.

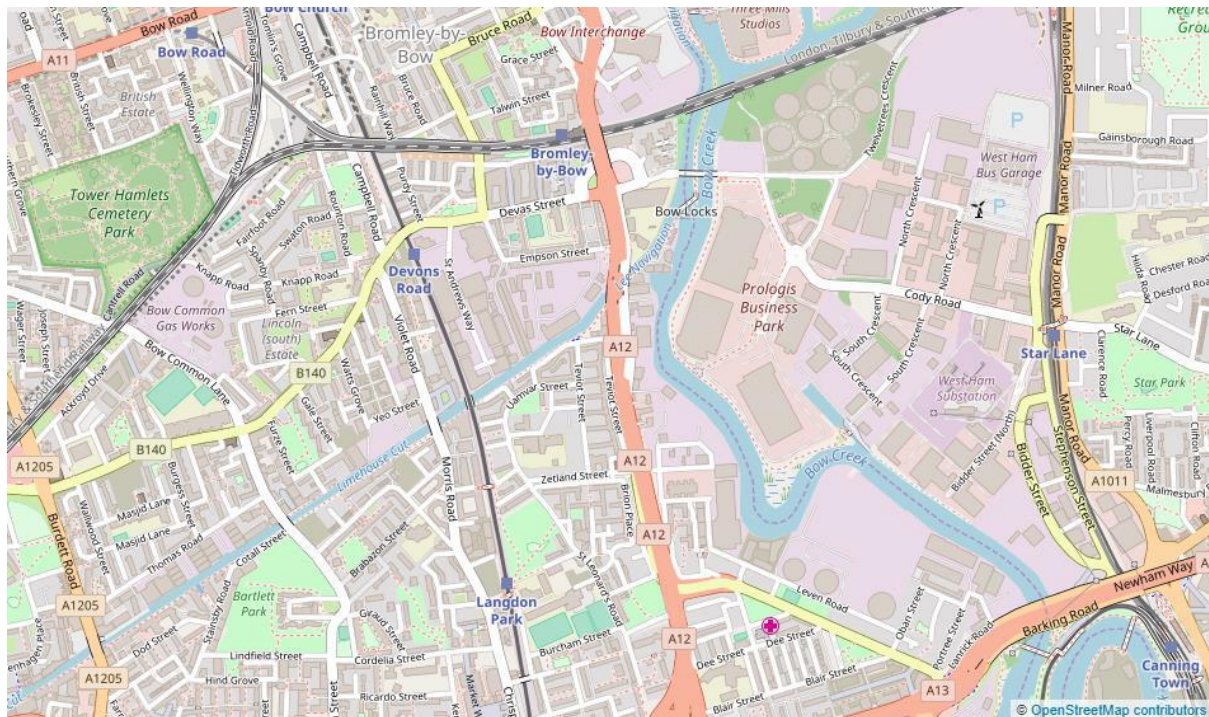
The Employer may appoint a Technical Advisor to audit scheme design as it progresses.

## 2 Site Information

### 2.1 Location

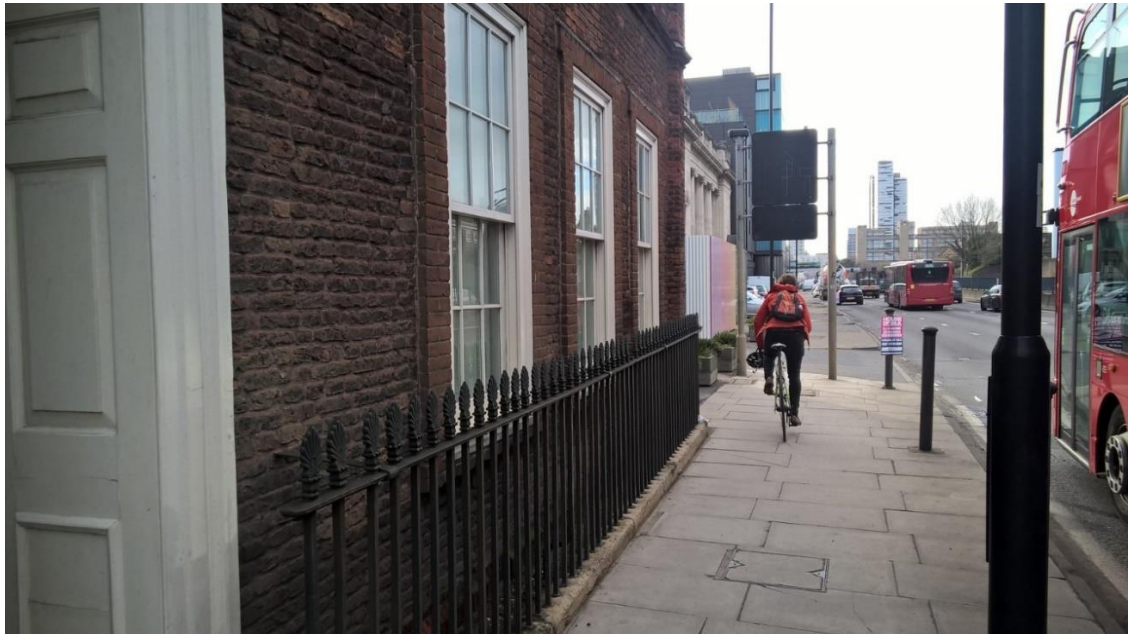
The Leaside Business Centre site is located in the east of LB Tower Hamlets, which itself is in East London. The site is bounded to the West by the A12 (Blackwall Tunnel Northern Approach); a safeguarded waste management site to the North; the Ailsa Street development site to the East; and the Old Poplar Library to the South. The owner of the Leaside Business Centre site also owns the library.

The proposed site currently comprises B1a office space within three separate buildings, with a central parking area. These buildings are the Grade II\* listed Bromley Hall, the Grade II listed old Poplar Library and 'Container Futures', made of recycled shipping containers. The site covers a total of approximately 2,150m<sup>2</sup>. Bromley Hall and Old Poplar Library are of historical significance and are constituents of the wider Limehouse Cut building conservation area.





Existing Images



**View looking South past Bromley Hall**



**View looking North from Bromley Hall**



**North elevation Bromley Hall**



**Bromley Hall – Proximity to A12**





**View looking North from adjacent premises**



**View looking North from old Poplar Library**





**Site between existing buildings**

## **2.2 Transport Links**

Please see EAS report July 2019 at Appendix 2.

## **2.3 Title**

The Employer is the Freehold owner of the site within the Planning Red Line Boundary.

## **2.4 Existing Uses**

The proposed site currently comprises B1a office space within three separate buildings, with a central parking area. These buildings are the Grade II\* listed Bromley Hall, the Grade II listed old Poplar Library and 'Container Futures', made of recycled shipping containers. The site covers a total of approximately 2,150m<sup>2</sup>. Bromley Hall and Old Poplar Library are of historical significance and are constituents of the wider Limehouse Cut building conservation area.

### 3 Development Proposals

The consented scheme will provide circa 533m<sup>2</sup> of workspace to the front of the site between the two existing listed buildings and residential accommodation to the rear comprising 22 units together with a landscaped courtyard.

#### 3.1 Site Boundary

The proposed site plan for Gillender Street is shown in **Appendix 2**.

#### 3.2 Residential Uses

The tenure mix for 22no. residential units is as follows:

##### Affordable Rent

- 2no. 1B2P
- 1no. 3B4P
- 1no. 3B5P

4no. Total units

##### Intermediate

- 1no. 1B2P
- 1no. 2B3P
- 1no. 3B4P

3no. Total units

##### Private sale

- 8no. 1B2P
- 4no. 2B3P
- 2no. 2B4P
- 1no. 3/5

15no. Total units

#### 3.3 Commercial Space

The commercial space will provide 533m<sup>2</sup> of accommodation across 2 floors and will link the 2 existing buildings.

## **4 Planning Overview**

### **4.1 Planning Permission**

A detailed Planning Application Planning for the redevelopment of the Gillender Street Site has been submitted in July 2019.

The Client advise that you do not contact the Planning, Highways or any other stakeholders to discuss the Site. Please raise all queries and questions through Pellings LLP.

### **4.2 Accommodation Schedule**

Please see item 3.2.

### **4.3 Section 106 and Community Infrastructure Levy (CIL)**

The site will be subject to CIL charges which the successful Contractor may be responsible for meeting. The Section 106 requirements are currently unknown pending the outcome of the Planning Process.



## **5 Expectations of the Employer**

### **5.1 Financial Viability and Due Diligence**

Tenderers are required to demonstrate their economic and financial standing in order to prove to the Client that the financial resources necessary to perform the contract will be available throughout the duration of the contract.

### **5.2 Insurance**

The delivery partner is required to have the following insurance levels.

- Professional Indemnity £10m
- Employers Liability £10m
- Public Liability £10m
- Contractors All Risks £10m

### **5.3 Social Value**

In January 2012 The Public Services (Social Value) Act 2012 (the 'Social Value Act') became law. The Social Value Act requires public sector clients to consider how they can improve the economic, social and environmental well-being of our area through the procurement processes for services contracts subject to public procurement regulations.

In line with public procurement regulations LBTH and Poplar HARCA have also adopted a Social Value Policy that builds upon the Social Value Act.

The Social Value agenda is a high priority, and it is the Client's intention that the delivery of this contract will assist in the achievement of objectives around social, economic and environmental sustainability as described below:

- New employment opportunities resulting from delivery of this contract that will be shared with Poplar HARCA residents in the same way as others have the opportunity to compete (including those who are currently without work), so that they have the free and fair opportunity to compete for them.
- A commitment to work with the Client to identify how apprenticeship, training and/or other skills development opportunities and college/school talks will be delivered, particularly to young people through contract delivery.
- Suppliers based locally to be given the free and fair opportunity to compete for sub-contracting and supply chain opportunities which result from delivery of this contract, in the same way as other suppliers have the opportunity to compete for those opportunities.
- The negative impact on the environment resulting from delivery of this contract will be minimised.

#### **5.4 Role of the Successful Tenderer**

The successful tenderer will be expected to:

- i.) Meet all s106 and s38/278 requirements – further information will be provided at ITT stage;
- ii.) Be responsible for and bear all costs associated with fulfilling any standing requirements and enter into any deeds or easements;
- iii.) Bear all costs associated with design and build out the Scheme to the highest quality.
- iv.) Deliver the Scheme in line with the Programme timetable;
- v.) Take full responsibility for leading all stages of the Scheme whilst working closely with Poplar HARCA;

#### **5.5 Terms & Conditions**

The Design & Build JCT 2016 Contract will be used for this project with Employer amendments. A 2 stage process will be used for procurement, with the 2<sup>nd</sup> stage tender developed via a JCT PCSA (Pre-Construction Services Agreement).

## 6 Procurement Process

### 6.1 Process

This expression of interest document is part of the call for competition stage 1 tenders and part of a 2 stage tender process under a restricted OJEU procedure.

### 6.2 Indicative Procurement Timetable

The proposed timetable for the procurement process is summarised below:

Stage	Timing
Issue expression of interest/sifting brief	2.9.19
Expressions of interests to be returned	11.10.19
Issue Invitation to Tender to shortlisted Bidders (Stage 1)	28.10.19
Tender returns (Stage 1)	29.11.19
Clarification Meetings with Bidders	9.12.19
Confirmation of selected bidder (Stage 1)	December 2019
Legal agreements completed / Commence Stage 2	December 2019

The proposed timetable for the delivery of the scheme is summarised below:

Stage	Timing
Planning application submission	July 2019
Resolution to Grant Planning Permission	November 2019
Completion of S106 Agreement (as required)	January 2020
Site possession	May 2020
Construction Start	July 2020
Practical Completion	Anticipated Summer 2022

Please note that the Client reserves the right to amend either of these programmes.

### 6.3 Sifting Brief Instructions to Applicants

The Sifting Brief contains compliance declarations and selection questions. Applicants must complete all questions and upload the required documentation. The Sifting Brief questions are shown in section 6.9 and Section 8.

Please ensure that you respond carefully and in full to each of the questions posed, cross referencing to the evaluation methodology set out in section 6.10-6.11 Please structure and number your responses in the same way as the questions so that it is clear as to which questions each part of the response relates to. Please ensure that in answering each question, the essential elements of your response are not obscured by the provision in excessive detail. Please ensure that you keep to the number of pages or words requested as surplus pages or words will not be evaluated.

All submissions must be submitted by the date and time stated within section 6.2 above. Hard copies are not required.

Any submissions received after the deadlines may not be opened or considered. The Client may, however, in its own absolute discretion extend the deadlines and in such circumstances the Client will notify of any change.

Applicants that fail to achieve a minimum qualification score as set out elsewhere in this document will be eliminated from the process at this stage, with the remainder evaluated such that the employer can select a minimum of 5 and a maximum of 6 tenderers for the 1<sup>st</sup> stage tender.

#### **6.4 Clarifications about the Services or Sifting Brief Instructions**

Any clarifications relating to this stage of the procurement process must be posted direct to the nominated portal. Any queries arising from the Sifting Brief instructions that may have a bearing on the Sifting Brief responses to be made should be raised.

The Client will respond to all reasonable requests for clarifications as soon as possible through the portal. If a Panel Member wishes the Client to treat a clarification as confidential and not issue the response via the portal, it must state this when submitting the clarification. If, in the opinion of the Client, the clarification is not confidential, the Client will inform the Panel Member and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued via the portal.

#### **6.5 Clarifications about the contents of Sifting Brief submissions**

The Client reserves the right (but shall not be obliged) to seek clarification of any aspect of an applicant's Sifting Brief submission during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Applicants are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly.

#### **6.6 References**

The Client reserves the right to obtain feedback from any previous examples referenced. References will be used to verify the technical proposals put forward in the Sifting Brief response and will not be scored.

The Client reserves the right to seek references from any of the prospective tenderer's customers, including the Client, whether or not the Applicant has listed such customers as referees.

#### **6.7 Sifting Brief Evaluation Criteria**

The sifting brief evaluation criteria is set out as follows:

<b>Assessment Criteria (Pass/Fail)</b>	<b>Weighting</b>
1. Grounds for mandatory exclusion	Pass/Fail
2. Grounds for discretionary exclusion	Pass/Fail
3. Economic and Financial Standing	Pass/Fail
4. Insurance	Pass/Fail
<b>Technical / Quality</b>	<b>Weighting</b>
1. Experience of delivery	40%
2. Historic buildings	30%



Assessment Criteria (Pass/Fail)	Weighting
3. Occupied sites/proximity to transportation	30%
<b>Total for Technical/Quality</b>	<b>100%</b>

## 6.8 Pass/Fail Assessment

The pass/fail criteria is as follows:

No.	Sifting Brief Requirements
1	<p><b>Economic &amp; Financial Standing</b></p> <p>Applicants are required to demonstrate their economic and financial standing in order to prove to the Client that the financial resources necessary to perform the contract will be available throughout the duration of the contract.</p> <p>Applicants will be financially assessed at this stage. Failure to meet the requirement will result in a fail at the Sifting Brief stage and the applicant will be excluded from the procurement process.</p> <p>If you are completing this section on behalf of a consortium, evidence of the economic and financial standing of each member of the consortium must be provided (i.e. each consortium member must submit 3 years' audited accounts or alternative means of demonstrating their economic and financial standing. Where any member of the consortium fails to submit this information, the Client may exclude the entire bidding organisation from further participation in the competition, and reserves the right not to evaluate the remainder of the sifting brief submission unless another member of the consortium is willing to guarantee the financial performance of the consortium on behalf of the entire consortium (and that member must itself pass the financial assessment)).</p>
2.	<p><b>Insurance</b></p> <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:</p> <ul style="list-style-type: none"> <li>• Professional Indemnity - £10m</li> <li>• Employers Liability - £10m</li> <li>• Public Liability - £10m</li> <li>• Contractors All Risks - £10m</li> </ul> <p>A response to this question will be marked as a 'fail' and the Applicant concerned will be excluded from the procurement process where the Applicant fails to confirm it already has and/or will acquire the type and level of insurance cover required as set out above.</p> <p>If you are an unincorporated consortium, the insurance policies/cover referred to above should be held by the lead member (or where those policies are not already in place, the lead consortium member must indicate its commitment to obtain those insurances on behalf of the consortium if subsequently awarded the contract).</p>

## 6.9 Quality/Technical Questions

Applicants will be evaluated on their responses to the below Quality/Technical questions. Responses should follow the page limits for each question. Illustrations may be provided to accompany responses where appropriate but they will count towards the page limit. Please do not submit additional information (e.g. company brochures, policies etc).

No.	Sifting Brief Quality/Technical Questions	Weighting
1	Experience of Delivering Scheme of this Size/Type	40%
2.	Experience of works to historic/listed buildings and with conservation areas	30%
3.	Experience of delivering schemes on occupied sites and adjacent to major transport infrastructure	30%
<b>Total:</b>		<b>100%</b>

#### 6.10A Interviews

Applicants under consideration for the stage 1 tender may be invited to interview for the purposes of clarification of the answers to those questions set out in paragraph 6.10 above, and after which scores may be adjusted or moderated by the Employer and its representatives.

#### 6.10 Sifting Brief Technical Questions Scoring Methodology

Responses to the Sifting Brief Technical questions will be evaluated against the methodology below. The evaluation of the sifting brief quality questions (shown in Section 8) will be based on a weighting out of 100%. Each response to the Technical questions will be scored out of 5, based on the scoring principles outlined in below and weighted based on the percentages shown. Each Applicant will receive a total percentage score out of 100%.

If a Panel Member scores '0' against any one or more questions outlined in Section 7.10, or '2' or less in two or more questions, this may give grounds for excluding that Applicant from any further consideration in the process.

No more than the 6 top scoring Panel Members will be taken to the Mini Tender stage.

SCORE	DESCRIPTION
<b>0</b>	The information required is either omitted or fundamentally fails to meet the relevant submission requirements or to address the Client's requirements. Insufficient evidence to support the proposal to allow the Client to evaluate. <b>Unacceptable</b>
<b>1</b>	The information submitted has insufficient evidence to demonstrate that the relevant submission requirements or the 'Client's requirements can be met. Significant omissions, serious and/or many concerns. <b>Major Reservations</b>
<b>2</b>	The information submitted has some minor omissions in respect of the relevant submission requirements or the Client's requirements. The response satisfies the basic requirements in some respects but is unsatisfactory in other respects and raises some concerns. <b>Some Reservations</b>
<b>3</b>	The information submitted provides some good evidence to meet the relevant submission requirements or the Client's requirements and is satisfactory in most respects and there are no major concerns. <b>Satisfactory</b>
<b>4</b>	The information submitted provides good evidence that all the submission requirements or the Client's requirements can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence. <b>Good</b>
<b>5</b>	The information submitted provides strong evidence that all the submission requirements or the Client's requirements can be met and the proposal exceeds expectation i.e. exemplary in the industry provides full confidence and no concerns. <b>Outstanding</b>

## **6.11 Invitation to Stage 1 Tender**

The shortlisted applicants will be invited to the ITT stage. The evaluation methodology, scoring and criteria will be detailed further in the ITT document. However, as an indication of the methodology, the scoring split will be as follows:

- Quality/Technical 40%
- Commercial/Price 60%

Within the ITT, applicants will have a number of questionnaire sections under Quality/Technical. This will be detailed further in the ITT documentation.

A threshold will apply to the Quality/Technical criteria. Only applicants passing the threshold will have their commercial submission evaluated.

Applicants should note that the Client will award on the basis of MEAT, that is, the Tender which scores highest for a combined score of Quality/Technical and Commercial/Price.



## **7 Disclaimers**

### **7.1 The Client's Rights**

The Client reserves the right to:

- Seek clarification, amplification or documents in respect of an Applicant's Sifting Brief Submission.
- Disqualify any Applicant that does not submit a compliant Sifting Brief Submission in accordance with the instructions in this document.
- Disqualify any Applicant that is guilty of serious misrepresentation in relation to its Tender, Expression of Interest, the Sifting Brief or the tender process.
- Withdraw these Sifting Brief Instructions at any time, or to re-invite Applicants on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

### **7.2 Costs and Expenses**

All applicants are solely responsible for their costs and expenses incurred in connection with the preparation and submission of the Sifting Brief and all future stages of the selection and evaluation process. Under no circumstances will the Client, or any of their advisers, be liable for any costs or expenses borne by the applicant, or any of its advisers in this process.

### **7.3 Surveys, Inspections and Investigations**

The Client has made available various surveys, which are contained within Appendix 2.

Insofar as an Applicant seeks to place any reliance on the information relating to the project then the Applicant shall satisfy itself as to the accuracy of such information by carrying out such tests, surveys, site investigations and such as the Applicant shall deem necessary.

### **7.4 The Sifting Brief**

The Sifting Brief and supporting information, has been prepared by the Client for the purpose of providing an application procedure for individuals or organisations interested in tendering for this Contract and to assist applicants in making their own evaluation of the potential opportunity.

Whilst prepared in good faith, the Sifting Brief is intended only as a preliminary background explanation of the Client's activities and plans and is not intended to form the basis of any decision on whether to enter into any contractual relationship with the Client. The Sifting Brief does not purport to be all inclusive or to contain all of the information that a potential applicant may require.

Any persons considering making a decision to enter into contractual relationships with the Client following receipt of the Sifting Brief should make their own investigations and their own independent

assessment of Poplar HARCA and their requirements for the Contract, and should seek their own professional, financial and legal advice.

The Client, its advisors, or the directors, office, members, partners, employees, other staff, agents or advisers of any such body or person:

- Do not make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Sifting Brief;
- Do not accept any responsibility for the information contained in the Sifting Brief or for its fairness, accuracy or completeness of the Sifting Brief;
- Shall not be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

Only the express terms of any written contract relation to the subject matter of the Sifting Brief as and when it is executed shall have any contractual effect in connection with the matters to which it relates. Any such contract will be governed by English Law.

Nothing in the Sifting Brief or other contract document is, or should be, relied upon as a promissory or a representation of the Client's ultimate decision in relation to the Contract which will depend at least in part on the outcome of its negotiation with a potential applicant.

## **7.5 Confidentiality**

The information in the Sifting Brief and any associated documents is made available on condition that it is treated confidential by the applicant and is not disclosed, copied, reproduced, distributed or passed to any other person at any time except for the purpose of enabling a submission to be made: for example disclosure by an applicant to its insurers who are directly involved in the bid, is permitted provided they have each given an undertaking at the time of receipt of the relevant information (and for the benefit of Poplar HARCA to keep such information confidential).

## **7.6 Freedom of Information**

The Client is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Regulations 2004, the subordinate legislation made under the Act/Regulations and any guidance and/or codes of practice issued (from time to time) in relation to such legislation. Applicants are required to:

1. specify (with reasons) those of their Sifting Brief responses which they regard as falling within any of the exemptions from disclosure specified under the Act/Regulations including (without limitation) information provided in confidence; and
2. state which provisions of the Act/Regulations apply to the information identified under 12.1 explaining the potential implications of disclosure of such information and provide an estimated time during which the applicant believes such information will remain commercially sensitive.

The Client, however, shall be responsible for determining, at its absolute discretion, whether such exemption should apply and applicants agree to comply with any such decision taken by the Client.

Where an applicant identifies information as commercially sensitive, the Client will endeavour to maintain confidentiality. Applicants should note, however, that, even where information is identified as commercially sensitive, the Client might be required to disclose such information in accordance

with the Freedom of Information Act. Accordingly, the Client cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

## **7.7 Tenderer Conduct and Conflicts of Interest**

Any attempt by Applicants or their advisors to influence the contract award process in any way may result in the Tenderer being disqualified. Specifically, Applicants shall not directly or indirectly at any time:

- Devise or amend the content of their Sifting Brief Submission or Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance.
- Enter into any agreement or arrangement with any other person as to the form or content of any other Sifting Brief Submission or Tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender.
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Sifting Brief Submission or Tender.
- Canvass the Client or any employees or agents of the Client in relation to this procurement.
- Attempt to obtain information from any of the employees or agents of the Client or their advisors concerning another Panel Members' Sifting Brief Submission or Tender.
- Commit or attempt to commit any act that would constitute an offence under the Bribery Act 2010

Applicants are responsible for ensuring that no conflicts of interest exist between the Tenderer and its advisers, and the Client and its advisers. Any Applicants who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Client.

## **7.8 Guarantees**

An Applicant wishing to rely on the capacities of other entities, members of a group of other consortium members for the purposes of the economic and financial standing assessment should provide additional details of those capabilities and how they will be made available to the Tenderer. The Client may have qualified the Applicant on the assumption that, where the Applicant is an operating company, it will be guaranteed by the parent company or other entity put forward. As a result, the Client may require each Applicant to confirm the identity of the guarantor and the form of guarantee offered.

## **7.9 Publicity**

No publicity regarding the Services or the award of any Contract will be permitted unless and until the Client has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Sifting Brief submission, its contents or any proposals relating to it without the prior written consent of the Client.

## **8 Information to be provided by the Applicant**



## 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) <sup>1</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>2</sup> - 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. <sup>3</sup> (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:	

<sup>1</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>2</sup> 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.](#)

<sup>3</sup> Central Government Contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

	<ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	
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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.

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"/>

## 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	Question	Response
2.1(a)	<b>Regulations 57(1) and (2)</b> 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.	
	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)	<b>Regulation 57(3)</b> 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 Employer 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 number	Question	Response	
3.1	<b>Regulation 57 (8)</b>  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 provide 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 Questions

Section 4	Economic and Financial Standing	
Question number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last 3 years, if requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	There is a minimum financial threshold for annual turnover of £10 (Ten) million p.a.	
	If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	
	(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"/>

<b>Section 5</b>	<b>If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:</b>	
<b>Name of organisation</b>		
<b>Relationship to the Supplier completing these questions</b>		
<b>5.1</b>	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.2</b>	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.3</b>	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Section 6</b>	<b>Technical and Professional Ability</b>
<b>6.1</b>	<p><b>Relevant experience and Contract examples</b></p> <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 three years. Works Contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this Contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-Contractor(s) who will deliver the Contract.</p> <p>If you cannot provide examples see question 6.3</p>

	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
<b>Name of customer organisation</b>			
<b>Point of contact in the organisation</b>			
<b>Position in the organisation</b>			
<b>E-mail address</b>			

<b>Description of Contract /</b> Brief description of contract (max 150 words) including evidence as to your technical capability in this market			
<b>Contract Start date</b>			
<b>Contract completion date</b>			
<b>Estimated Contract value</b>			

<b>6.2</b>	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) 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)
<b>6.3</b>	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.

<b>Section 7</b>	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
<b>7.1</b>	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"/>
<b>7.2</b>	If N/A do you confirm you have read section 54 of the Modern Slavery Act 2015 in determining your answer	Yes <input type="checkbox"/>

<b>7.3</b>	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 (we will look at this explanation to determine whether this constitutes a Fail, in which case you will not proceed any further)
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<b>Section 8</b>	<b>Health and Safety Obligations</b>
<b>8.1</b>	Where your submission is part of a Consortia, Partnership, Joint Venture or Special Purpose Vehicle, the lead member must ensure that this information is effectively communicated to all members. The lead member must confirm that all members understand and agree their undertakings in this section.
<b>8.2</b>	<p>8.2 The bidding organisation must:</p> <ul style="list-style-type: none"> <li>• Ensure that its entire workforce and sub-Contractors will comply with all relevant health and safety legislation as well as any requirements or instructions from the Council.</li> <li>• Have appointed a competent person with overall responsibility for health and safety that is duly authorised in the organisation.</li> <li>• Have processes in place for the identification of training needs and delivery of training to its workforce appropriate to the work for which it is bidding.</li> <li>• Have processes in place for the development of risk assessments and method statements relevant to the nature of the work for which it is bidding that will identify, manage and mitigate associated risks and hazards.</li> <li>• (If it is an organisation with five or more employees) have in place a written health and safety policy as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and issue any codes of safe working practices to your workforce. This policy must provide details of the competent person or persons that have been appointed on behalf of the organisation to undertake the measures needed to comply with the requirements and prohibitions of the Management of Health and Safety at Work Regulations 1999.</li> </ul>
<b>8.3</b>	The Council may verify your compliance with the above requirements at any stage of the procurement process or during the life of the Contract, by means of policy

	checking, validation of accreditations, site audits or any other method it deems appropriate.
<b>8.4</b>	For further information on employers' health and safety obligations, please visit the Health and Safety Executive website at <a href="http://www.hse.gov.uk/simple-health-safety/index.htm">http://www.hse.gov.uk/simple-health-safety/index.htm</a> or <a href="https://osha.europa.eu/en/legislation/directives/the-osh-framework-directive/the-osh-framework-directive-introduction">https://osha.europa.eu/en/legislation/directives/the-osh-framework-directive/the-osh-framework-directive-introduction</a> Specific guidance on how to write a policy and risk assessment is available at <a href="http://www.hse.gov.uk/simple-health-safety/write.htm">http://www.hse.gov.uk/simple-health-safety/write.htm</a> .
<b>8.5</b>	<div> Please confirm that you understand and agree to your undertakings as described above, or confirm you will abide by Directive 89/391 of the European Framework Directive on Safety and Health at Work  (Yes is Pass and No is Fail and you will not proceed further) </div> <div> Yes <input type="checkbox"/>  No <input type="checkbox"/> </div>

## 9. 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.

9.1	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:  <b>Y/N</b>  Contractor's AU risk insurance £10million  Employer's (Compulsory) Liability Insurance = £10 million  Public Liability Insurance = £10 million  Professional Indemnity = £10 million</p>

## 9.2 Experience

In relation to the roles which are required, please detail the experience your organisation has in successfully delivering contracts of comparable values and complexity to the one in this procurement. The response must include, but not be limited to your organisation's experience in acting as the appointed.

- Principal Contractor (in accordance with the CDM Regulations)
- Designers, under design and build procurement.

**Maximum word limit 1000 words**

## 9.3 Historic Buildings

Please detail the experience your organisation has in successfully delivering works to, or directly adjacent to historic listed building and within conservation areas

**Maximum word limit 1000 words**

## 9.4 Location and Deliveries

Please detail the experience your organisation has in delivering major construction works on occupied sites, and directly adjacent to main trunk roads or other transport infrastructure.

Your response must include but not be limited to how you manage deliveries, storage on site and communication/interaction with other site users.

**Maximum word limit 1500 words**