



NOTES FOR GUIDANCE

PRE-QUALIFICATION

&

DECLARATIONS

NOTES FOR GUIDANCE - PRE-QUALIFICATION & DECLARATIONS

1 Completion Instructions

- 1.1 Your Organisation would have received a Web Update Notification email from the system informing you that tender documents were now available on the system for downloading this email would have included a “*Supplier Guidance to In Tend Bid Submission*” which we strongly recommend you read prior to making a submission. Further copies can be accessed via In-Tend from the Supplier Guidance tab or from the Council’s web page.
<http://www.portsmouth.gov.uk/business/10270.html>
- 1.2 In the event that you are unable to access/download documents via In-Tend, please call the person named as the **Contact** on In-Tend for the project concerned.
- 1.3 When completing the questionnaire only provide information which relates to the organisation/party (entity) which, if successful, would contract with the Council. With regard to completion of this PQQ on behalf of a Consortium, please ensure you refer to Section 4 Consortia Arrangements.
- 1.4 Applicants should save the PQQ to their own system, and then working off line insert their response under each question.
- 1.5 Please consider and answer all appropriate questions. Each project can generate a great deal of interest from potential suppliers, so please ensure that you complete the questionnaire as requested. Failure to do so may result in your application either being disqualified or not achieving as high a score as possible.
- 1.6 **Please note:** Where a word limit has been indicated for a specific response, please do not exceed this limit. Any words exceeding the number stated in the question will not be read and therefore will be disregarded from the evaluation.
- 1.7 Unless expressly asked for, you should not submit supporting documents when returning the PQQ (e.g. statements and policies) such documents **will not be read nor will they be taken into consideration when assessing your return, we also reserve the right to fail your return if this instruction is not followed.**
- 1.8 Applicants should note however that they may be asked to clarify their answers or provide more details about certain issues.
- 1.9 You will be requested within the PQQ to upload documents such as accounts and insurance certificates onto your company record within In-Tend thus making these available without further submissions from you (apart from keeping them updated) when expressing interest in other projects; guidance on uploading these documents can be found via In-Tend under the Supplier Guidance tab and on the Council’s web site page given in 1.1 above.

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- 1.10 For any queries about this PQQ please submit your enquiry via the correspondence tool within In-Tend ensuring you identify which **Tender** the correspondence is in regards to from the drop down list provided, failure to do this may result in a delay in response. Further guidance on correspondence and clarifications can be found via In-Tend under the Supplier Guidance tab and on the Council's web site page given in 1.1 above.
- 1.11 It is recognised that arrangements in relation to organisations and consortia may be subject to future change. Your response should reflect the arrangements as they are currently envisaged. You must immediately notify the Council of any proposed changes to your organisation/consortium membership or structure. The Council will review and consider the changes and will assess what impact this has on your submission (i.e. PQQ or Tender). Please note that the Council reserves the right to exclude your PQQ/Tender submission at any stage during a tender process based on these changes where the effect of the change is to materially impact upon matters forming the basis of your PQQ/Tender submission.
- 1.12 The Council is a public authority under the Freedom of Information Act 2000 and all information held by the Council or its commercial partners on its behalf will be dealt with in accordance with the Freedom of Information Act 2000 and associated Codes of Practice.

2 Clarification questions

- 2.1 All requests for clarification and/or additional information must be submitted via the correspondence tool within In-Tend ensuring you identify which tender the correspondence is in regards to from the drop down list provided, failure to do this may result in a delay in response; further guidance on correspondence and clarifications can be found via In-Tend under the Supplier Guidance tab and on the Council's web site page <http://www.portsmouth.gov.uk/business/10270.html>.
- 2.2 All clarification questions must be received no later than **Time and Date** to allow time within the Invitation to Tender period for a detailed response to be distributed. No approach is to be made to any other Service within the Council or other councils involved within this procurement. To preserve equality of information, all questions asked and answers given will be communicated to all tenderers, except where a question is specific to an organisation's response.

All clarifications must be responded to at least 4 full working days in advance of the return date (Remove this note)

- 2.3 In the event that you believe the issue cannot be resolved via the procedures above please call **Name** on **Telephone Number**
PCC staff to amend as required (Remove this note)

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3 PQQ Submission

- 3.1 PQQ's must be submitted **No Later** than the **Time** and **Date** shown for the project stage it relates to on In-Tend along with all supporting documentation. PQQ's submitted after this deadline may not be accepted; unless it can subsequently be proven that such submissions were not received due to an error within the control of the Council.
- 3.2 PQQ's must be returned via In-Tend using the document return system. In the event that you are unable to obtain and/or return documentation via In-Tend, please call the person named as the **Contact** on In-Tend for the project concerned.
- 3.3 PQQ's **Must Not** be returned using the correspondence option or by any other electronic process including email.
- 3.4 PQQ's **Must Not** be returned in hard copy format unless prior arrangements have been made for this to occur.
- 3.5 **In-Tend will date and time stamp your return when you hit the submit button based on the In-Tend server time as shown on the stage return screen this will be the official date & time accredited to your return.**
- 3.6 Please note that the documents required to be completed and returned by your organisation will include a system questionnaire(s). This questionnaire must be completed **on-line** prior to making your formal submission and you will only be able to submit this once all **mandatory questions** have been responded to; the system will not allow submissions to be made until these requirements have been completed.
- 3.7 Organisations should be aware that once the date and time set within the system has passed the **Submit Return button will become inactive** and upon the screen refreshing will disappear. Organisations must therefore ensure they have allowed sufficient time to upload all their documents and hit the submit button before this date and time expires - **no allowance is made for bidders being in the act of up loading documents.**

4 Consortia Arrangements

- 4.1 The Council recognises the opportunity for organisations/businesses to form consortia for the purposes of tendering.
- 4.2 To further assist the completion of Section1 Organisation Details of the PQQ some useful guidance has been produced by the [National Council for Voluntary Organisations](#) (NCVO).
- 4.3 Although useful, this information should not be relied upon as a substitute for formal legal advice when setting up a consortium. The Council is unable to provide any advice to organisations/businesses on the forming and setting up of consortia and therefore your business/organisation should instead seek (where appropriate) its own independent advice on this matter.

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Please note the Council is not responsible for the content of any external websites and is providing the above link for information only. The Council is not responsible for any loss, however arising, from the use of, or reliance on this information.

- 4.4 The Council may require further evidence regarding the structure and operation of your proposed consortium arrangements. This may include but not necessarily be limited to joint working agreements, memorandum of understanding, and governance arrangements. Failure to provide this evidence may lead to your submission being excluded.
- 4.5 In the case of a consortium which is intended to be jointly and severally liable (e.g. a new legal entity) the Council will consider evidence/information from each of the relevant consortium members relating to all questions in this PQQ.
- 4.6 In the case of all other forms of consortia which are not jointly and severally liable, the Council may consider evidence/information from each of the relevant consortium members relating to all questions in this PQQ with the exception of Financial Standing. In this instance, the only financial information which will be assessed will be that relating to the organisation/business which directly contracts with the Council (i.e. the lead organisation).

5 Assessment Criteria

- 5.1 Your submitted PQQ will be assessed in accordance with the requirements of The Public Contracts Regulations 2006 (the Regulations), and the Council will treat all applications in line with the principles of transparency, equality of treatment and non-discrimination. Where the procurement value exceeds the EU thresholds for Works, Supplies or Services, your submitted PQQ will be assessed in compliance with the Regulations as shown below:

- (a) Organisation details (Section 1)

These details enable us to identify your company and to cover issues relating to Regulation 23.

- (b) Financial & Insurance details (Sections 2 & 3)

In line with Regulation 24.

- (c) Business Activities, Experience, References & **Supplementary questions** if applicable (Sections 5 & 6 **& Supplementary questionnaire**)

In line with Regulation 25

- 5.2 Although the full Regulations do not apply to services described as Part B under the Regulations the Council may still choose to adopt a procedure which reflects those described in the Regulations, without being bound to follow the Regulations in part or in full. In all eventualities the Council will comply with the fundamental principles of transparency, equality of treatment and non-discrimination (If PART A please remove this paragraph..**

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- 5.3 The following table provides an example of the scoring mechanism which may be applied; the actual scoring and weighting to be used for your project will be defined within the PQQ itself.
- 5.4 All questions which have a “Pass/Fail” score will be evaluated first. If a “Fail” score is obtained on any of these questions, this will result in your PQQ being rejected and:
- i) Questions which carry a ‘weighting’ will not be evaluated; and
 - ii) You will not progress any further in this procurement process

Questions Ref	Score / Weighting
Organisation Details (Section 1)	For Information only
Financial Details (Section 2)	Pass/Fail
Where possible, we will also obtain a financial appraisal of your organisation from N2Check	Pass/Fail
Insurance Details (Section 3)	Pass / Fail
Health & Safety (Section 4)	Pass / Fail
Business Activities (Section 5)	20%
Experience & References (Section 6)	60%
Declaration (Section 7)	Pass/Fail
Supplementary Questions (Supplementary questionnaire)	20%
PQQ Declaration (Online questionnaire)	Pass/Fail

Please Note: the above is an EXAMPLE ONLY, the questions and scores/weighting that will be applied to the procurement you have expressed an interest in will be defined within the PQQ Questionnaire issued.

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5.5 For all questions where a weighted score is awarded (i.e. not 'Pass/Fail questions), the scoring method detailed below will apply, with the **exception** of the sections relating to 'Provision of Financial Information' and 'References.' Both of these sections have a separate scoring mechanism which is detailed in this guidance

Excellent	5	A comprehensive response which provides information that is highly relevant, fully answers the question and includes evidence based added value.
Good	3	A detailed response which provides information that is directly relevant and substantially answers the question.
Satisfactory	2	A response which provides information that is generally relevant and adequately answers the question.
Poor	1	A response which falls short in terms of requirements and relevance.
Unacceptable	0	A response which does not provide information which is relevant and does not answer the question or no response is provided.

Example of scoring:

Assume 3 bidder's scores for Business Activities (Section 5) above are:

- Bidder X scores 5
- Bidder Y scores 3
- Bidder Z scores 1

Scores are then expressed as a percentage of the best score

$$\text{Score} = 100 \times \frac{\text{Bidders score}}{\text{Highest score}}$$

- Bidder X's score becomes $100 \times (5/5) = 100$
- Bidder Y's score becomes $100 \times (3/5) = 90$
- Bidder Z's score becomes $100 \times (1/5) = 60$

Scores are then normalised to bring them back in line with the weighting for Section 5 which had a maximum weighting of 20%.

$$\text{Therefore normalise score} = 20 \times \frac{\text{Bidders score}}{\text{Highest score}}$$

- Bidder X's final score becomes $20 \times (100/100) = 20$
- Bidder Y's final score becomes $20 \times (90/100) = 18$
- Bidder Z's final score becomes $20 \times (60/100) = 12$

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6 Overall Pass Mark

- 6.1 An overall pass mark may be applied to the pre-qualification exercise and/or to individual questions with it. Applicants who do not achieve this score(s) or higher will not be invited to tender, in addition a limit to the number of applicants may also be set i.e. Only the 10 top scoring organisations will be taken through to the Invitation to Tender stage.

Please Note: the above is only provided an example, if an overall pass mark is to be applied to the procurement you have expressed an interest in this will be defined within the PQQ Questionnaire issued.

7 Guidance to the Corporate Standard PQQ

7.1 Section 1 – Organisation Details

- 7.1.1 The purpose of these PQQ questions is to collect background information and contact details about the entity with which the Council may contract. All questions within this section must be completed failure to do so my result in your application being regarded as a Fail. As the information requested in this section is for our information only, this part of the questionnaire is not scored.

7.2 Section 2 – Financial Information

- 7.2.1 These PQQ questions provide the Council with background information on the financial stability of your organisation. The more options you are able to tick the better able the Council will be to assess your financial standing.
- 7.2.2 The Council requires its suppliers to be able to make available at least one of the options in PQQ question 2.1. If you are unable to make available at least one option, this will result in a Fail.
- 7.2.3 If your organisation does not have two years worth of financial information available (i.e. has been trading less than two years), the requirements in PQQ Question 2.1 allows for alternative means of demonstrating your financial situation. We may approach you for further financial information if necessary.
- 7.2.4 If your organisation qualifies as an SME and produces and submits abbreviated statutory accounts, we require copies of your detailed Profit & Loss Account for the last two years or, if you have been trading for less than two years, the period for which they are available. Please attach these to your In-Tend company record. Failure to do so may result in the Council being unable to evaluate the financial standing of your organisation which may lead to your submission being excluded.

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Business Risk Assessment

- 7.2.5 A risk assessment has been carried out for this procurement project which has determined the risk status for this project. *(PCC Staff Note: please delete the risk rating paragraphs below which do not apply as determined by the corporate Project Finance Risk Assessment Tool - please delete this note)*
- 7.2.6 **LOW RISK** - Based on our assessment annual turnover compared to the Annual Contract Value is not considered to be relevant selection criteria and will not be evaluated. The Council will however obtain a financial appraisal report on your organisation from [N2Check](#). This report will provide the Council with a Business Risk Score which will be used to assess your organisations financial standing. If this information is not available, the Council will carry out a Risk Assessment of your organisation to determine the risk score as per the model detailed in section 7.2.7 below. *(PCC Staff Note: Please use this paragraph for Low Risk procurements – please delete this note and highlighted heading above).*

MEDIUM RISK - Based on our assessment, the Annual Contract Value of this procurement must not exceed 25%. *(PCC Staff Note: Please note this % can be varied by market following agreement with LPP/Procurement Professional and Technical and Financial Planning – please delete this note)* of your organisation's annual turnover reported in your latest financial accounts. If this occurs, this will result in a 'Fail' and your organisation will not proceed any further in this procurement process.

On passing the turnover test the Council will obtain a financial appraisal report on your organisation from [N2Check](#). This report will provide the Council with a Business Risk Score which will be used to assess your organisations financial standing. If this information is not available, the Council will carry out a Risk Assessment of your organisation to determine the risk score as per the model detailed in section 7.2.7 below. *(PCC Staff Note: Please use this paragraph for Medium Risk procurements – please delete this note and highlighted heading above)*

HIGH RISK - Based on our assessment, the Annual Contract Value of this procurement must not exceed % *(PCC Staff Note: Please note this % can be varied by market please agree with LPP/Procurement Professional and Technical and Financial Planning – please delete this note)* of your organisation's annual turnover reported in your latest financial accounts. If this occurs, this will result in a 'Fail' and your organisation will not proceed any further in this procurement process.

On passing the turnover test the Council will carry out a Risk Assessment of your organisation to determine a Business Risk Score as per the model detailed in section 7.2.9 below. *(PCC Staff Note: Please use this paragraph for High Risk procurements – please delete this note and highlighted heading above).*

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Risk Assessment

7.2.7 Where a risk score from N2Check is not available, then an alternative method of assessing financial standing will be used. The table(s) below details the evaluation process that will apply :

PCC staff Note: Use first two tables below for all contracts which exceeded one year in length, for contracts of less than one year use the third table only deleted those not used (please delete this note prior to use).

Assessment criteria for commercial organisations

Criteria	Weighting	Excellent (100%)	Good (75%)	Satisfactory (50%)	Unsatisfactory (0)%	Definition of Unsatisfactory / Fail
Percentage of change in Net Worth	11%	11%	8%	5%	0%	Trend suggests liabilities will exceed Net Worth within the term of contract unless there is an acceptable reason
Net worth (% by which net worth exceeds liabilities)	6%	6%	4%	3%	0%	Liabilities exceed net worth
Interest Cover	11%	11%	8%	5%	0%	Less than 2
Change in Interest Cover	6%	6%	4%	3%	0%	Trend suggests Interest Cover will fall below 2 within the term of the contract unless there is an acceptable reason
Net Debt divided by Earnings Before Interest, Tax, Depreciation & Amortisation (EBITDA)	11%	11%	8%	5%	0%	Net Debt exceeds 4 times EBITDA
Percentage of change in Net Debt / EBITDA	6%	6%	4%	3%	0%	Trend suggests Net Debt / EBITDA will exceed 4 times EBITDA within the term of the contract unless there is an acceptable reason
Net profit as a percentage of shareholder funds	16%	16%	12%	8%	0%	Less than 3% unless there is a trend of increasing profitability
Change in Net profit as a percentage of shareholder funds	16%	16%	12%	8%	0%	Trend suggests that Net Profit as a Percentage of Shareholders Funds will fall below 3% within the term of the contract unless there is an acceptable reason
Current Ratio	11%	11%	8%	5%	0%	Less than 1 unless there is an acceptable reason

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Percentage change in Current Ratio	6%	6%	4%	3%	0%	Trend suggests current ratio will be less than 1 within the term of the contract unless there is an acceptable reason
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Assessment criteria for Not for Profit organisations

Criteria	Weighting	Excellent (100%)	Good (75%)	Satisfactory (50%)	Unsatisfactory (0)%	Definition of Unsatisfactory / Fail
Percentage of change in Net Worth	11%	11%	8%	5%	0%	Trend suggests liabilities will exceed Net Worth within the term of contract unless there is an acceptable reason
Net worth (% by which net worth exceeds liabilities)	6%	6%	4%	3%	0%	Liabilities exceed net worth
Interest Cover	11%	11%	8%	5%	0%	Less than 2
Change in Interest Cover	6%	6%	4%	3%	0%	Trend suggests Interest Cover will fall below 2 within the term of the contract unless there is an acceptable reason
Net Debt divided by Earnings Before Interest, Tax, Depreciation & Amortisation (EBITDA)	11%	11%	8%	5%	0%	Net debt exceeds 4 times EBITDA
Percentage of change in Net Debt / EBITDA	6%	6%	4%	3%	0%	Trend suggests Net Debt / EBITDA will exceed 4 times EBITD within the term of the contract unless there is an acceptable reason
Surplus as a percentage of Net Worth less Long Term Liabilities	16%	16%	12%	8%	0%	Must be positive surplus unless there is a trend of increasing profitability
Change in Surplus as a percentage of Net Worth less Long Term Liabilities	16%	16%	12%	8%	0%	Trend suggests that surplus will become a deficit within the term of the contract unless there is an acceptable reason
Current Ratio	11%	11%	8%	5%	0%	Less than 1 unless there is an acceptable reason
Percentage change in Current Ratio	6%	6%	4%	3%	0%	Trend suggests current ratio will be less than 1 within the term of the contract unless there is an acceptable reason

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PCC staff Note: For contracts of less than one year use the following table and delete the previous tables included under 7.2.7 (please delete this note prior to use).

Criteria	Weighting	Excellent (100%)	Good (75%)	Satisfactory (50%)	Unsatisfactory (0)%	Definition of Unsatisfactory / Fail
Net Debt divided by Earnings Before Interest, Tax, Depreciation & Amortisation (EBITDA)	33%	33%	24.75%	16.50%	0%	Net debt exceeds 4 times EBITDA
Percentage of change in Net Debt / EBITDA	17%	17%	12.75%	8.50%	0%	Trend suggests Net Debt will exceed times 4 EBITDA within a year
Current Ratio	33%	33%	24.75%	16.50%	0%	Less than 1 unless there is an acceptable reason
Percentage change in Current Ratio	17%	17%	12.75%	8.50%	0%	Trend suggests current ratio will be less than 1 within the term of the contract unless there is an acceptable reason

7.2.8 Organisations who do not obtain a minimum satisfactory score in each of the above criteria will result in a 'Fail' and your organisation will not proceed any further in the procurement process.

Business Risk Score

7.2.9 The risk score obtained (by either method) for your organisation will be assessed against the criteria as detailed below:

Risk Score	Evaluation outcome
Score of between 0 and 25	Fail
Score of between 26 and 49	Pass – subject to provision of a suitable parent company guarantee or commitment to provide a performance bond if/when deemed appropriate. If you are unable to provide either one of these, this will result in a "Fail." Please note: a financial appraisal (using the same financial appraisal and evaluation process) will be carried out on the Parent Company to assess their suitability to act as Guarantor.
Score of 50 and over	Pass

Net Worth (NW)

7.2.10 Net Worth is calculated on the following basis:

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Total Assets *less* Total Liabilities = *Net Worth*

- 7.2.11 If your organisation has a negative Tangible Net Worth but believes there are specific factors which should be taken into account these will be considered. Consideration of these factors may lead to assurance being sought such as a Parent Company Guarantee (e.g. for Inter-Company loans).
- 7.2.12 If 'No' is selected from Question 2.4 of the PQQ and the risk score for your organisation indicates that either a Parent Company Guarantee or Performance Bond is required (such documents to be in a form approved of by the Council), this will result in a 'Fail' score being awarded. Evidence of the assurance required will be requested prior to contract award. If your organisation is unable to provide the evidence at that point, the Council will be unable to proceed with the contract award.

7.3 Section 3 – Insurance

PCC Staff Note: You will need to formally risk assess and obtain approval from the Councils Risk Manager should you wish to make any amendments to the Council's standard insurance levels (please delete this note prior to issue).

- 7.3.1 The Council has risk assessed the insurance requirements for this procurement and has stated the levels required. If you already hold the required levels of insurance requested within PQQ question 3.1 please upload copies of these into In-Tend and respond 'Yes' to PQQ Question 3.2. Please be aware that the Council will require seeing copies of your insurance documents prior to entering into contract if successful.
- 7.3.2 Where you do not currently hold the required levels of insurance, it is important you check with your insurance company(s) and/or broker that your organisation is able to obtain the levels of insurance required. Written evidence from your insurance company(s) and/or broker that it will provide insurance(s) to the required levels will need to be provided as part of your PQQ submission.
- 7.3.3 An answer of "No" to PQQ questions 3.1 and 3.3 will result in a Fail. An answer of 'No' to PQQ question 3.1 but a 'Yes' to PQQ question 3.3 will result in a 'Pass' subject to the provision of the required written evidence from your insurance company, which must be submitted with your completed PQQ. If you are unable to provide this evidence, this will result in a 'Fail'.
- 7.3.4 The Council will not award a contract to an organisation that does not hold and/or cannot provide evidence that it is able to obtain the insurance at levels stated in this pre-qualification questionnaire.

7.4 Section 4 – Health & Safety

- 7.4.1 Any provider in the construction industry or associated building trade who want to contract with the Council must be registered and compliant with a

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member of the Safety Schemes in Procurement (SSIP) Forum pre-qualification scheme (or working towards compliance/exempt from compliance) in accordance with section 4.2 of the authorities Health & Safety: The Procurement of Contractors, Suppliers and Partner Organisation Policy <http://www.portsmouth.gov.uk/business/2164.html>.

7.4.2 Similar minimum health and safety requirements may be required for other disciplines where these exist they will be defined within Section 4 of the PQQ.

7.4.3 This PQQ question allows you to provide the Council with information regarding your business activities and relevant experience and expertise. There is a maximum of 500 words allowed for your answer. Any additional text over and above 500 words will not be taken into consideration or scored.

7.5 Section 5 – Business Activities

7.5.1 This PQQ question allows you to provide the Council with information regarding your business activities and relevant experience and expertise. There is a maximum of 500 words allowed for your answer. Any additional text over and above 500 words will not be taken into consideration or scored..

7.6 Section 6 – Experience & References

7.6.1 You have been issued with a standard reference template which you must issue to the three organisations you have listed within your PQQ response. Each of the three referees you nominate will be asked to respond directly to the Council using the criteria set out below to score your organisation(s), or if applicable, the performance of each member of your proposed consortium:

Judgement	Performance
Excellent	The contractor exceeds the service levels expected.
Satisfactory	The contractor meets the service levels expected.
Poor	The contractor has failed to meet the service levels expected.
Unsatisfactory	The contractor failed to meet expected service levels to the extent that you would not employ them again.
N/A	The contractor's performance was not monitored in relation to this area.

7.6.2 We will then assess the reference using the following methodology:

The figures included within the table below may be altered if required. (Remove this note).

Assessment Methodology	Score
>75% of questions answered as 'excellent'	5
>75% of questions answered as 'excellent' or 'satisfactory'	3
>50% of questions answered as 'excellent' or 'satisfactory'.	2
<50% of questions answered as 'excellent' or 'satisfactory'	1
Question marked as critical answered as 'unacceptable'	Reference

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	Void
Referee indicates that they would not use the contractor again.	Reference Void
>50% of questions answered as 'not applicable'	Reference Void
The reference provided is not relevant to the contract in question in terms of scope of works/services/supplies, size and value.	Reference Void

- 7.6.3 Where a reference is marked as void this will not result in your organisation's PQQ application being set aside. Instead the PQQ application will still be assessed; however the reference marked as void will score 0.
- 7.6.4 The standard reference template will clearly indicate which questions have been marked as 'critical' and for which a score of unacceptable will result in the reference being marked as void and scored 0.
- 7.6.5 Where over 50% of the questions included within the reference have been marked as 'Non-Applicable' by the referee you will be given the opportunity to provide an alternative reference within 5 working days of receiving notification from the Council.
- 7.6.6 The reference must be relevant to the Council's requirement to which this PQQ relates. If a reference is provided which is not relevant this will result in the reference being marked as void and scored 0.
- 7.6.7 After each of the references have been assessed the scores for each of the references will then be summed and an overall score calculated in accordance with the methodology set out within Section 6.
- 7.6.8 If you are unable to provide references because your company has yet to commence trading, has only just started trading or is seeking to diversify into a new market/s, you may include references for work which has not been directly undertaken by your organisation. In such cases these references will only be assessed where the contract manager responsible for delivering the referees requirements is committed to working with your organisation, either as a direct employee or as a secured sub-contractor. The Council may request evidence to this effect, which if not provided, may result in the reference being marked as void.
- 7.6.9 It is your organisation's responsibility to issue, chase and ensure that the Council receives the completed reference templates by the PQQ submission date. The reference templates must be returned to the Council directly from the referees that you have nominated and must not be received via your organisation.
- 7.6.10 If your organisation is an existing contractor or has been a contractor to the Council within the last 3 years, or 5 years in the case of works contracts, we would welcome the opportunity to provide a reference.

PCC Staff Note: Please list the officers who are involved in this procurement project. (Please delete this note prior to issue).

Name
Name
Name
Name

7.7 Section 7 – Declaration

- 7.7.1 If your organisation is unable to agree with the declaration within Section 7 of your PQQ it will not be scored resulting in a Failure.

8 Supplementary Questions

- 8.1 In addition to this standard PQQ some projects may require the completion of additional information to assist the Council in deciding which bidders should be short listed and invited to tender. Where this need is identified a separate Supplementary Questionnaire will be required to be completed

8.2 Health & Safety

- 8.2.1 Any provider in the construction industry or associated building trade who want to contract with the Council must be registered and compliant with a member of the Safety Schemes in Procurement (SSIP) Forum pre-qualification scheme (or working towards compliance/exempt from compliance) in accordance with section 4.2 of the authorities Health & Safety: The Procurement of Contractors, Suppliers and Partner Organisation Policy <http://intranet/PoliciesStrategies/5737.html>
- 8.2.2 Similar minimum health and safety requirements may be required for other disciplines where these exist they will be defined within.

9 PQQ On Line Declaration

- 9.1 A second online PQQ declaration must also be completed within In-Tend in which all mandatory questions must be completed prior to making your formal submission; the In-Tend system will not allow submissions to be made until these requirements have been completed.

9.2 Responsible Procurement

The Council requires its suppliers to support its approach in proactively managing its corporate social responsibility including the reduction of its carbon footprint, impact on the environment, use of natural resources and maximising the social benefits of contracts it places for the residents of Portsmouth where ever permissible. This question is for information purposes only. <http://www.portsmouth.gov.uk/business/23769.html> Full details of the policy can be found from this link.

9.3 Grounds for Obligatory Exclusion (ineligibility)

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- 9.4 These declaration questions relate to the professional and business standing of your organisation. A “No” answer to declaration Question 1A will result in a Fail.

9.5 Grounds for Rejection

- 9.5.1 Should any of the discretionary exclusions stated in declaration Question 2 apply, your organisation must declare these providing any mitigating information within box 3 in support of your application which will be assessed based on risks to the Council, where this is considered to be of a high risk your application will be regarded as Failed.

9.5.2 Declaration on Equality

- 9.5.3 The Council has a legal duty to promote equal opportunities and ensure that all members of the community are treated fairly and equally. It is important to know that potential suppliers accept their legal duties in this area and will be able to manage staff and provide services appropriately. If you answer “No” to declaration Question 4 or 5 this will result in a Fail.

- 9.5.4 If your answer is “No” to declaration Question 6, this may result in a Failure unless you can clearly demonstrate by providing written evidence in box 7 that you have taken adequate actions to resolve and prevent the risk of re-occurrence.

9.5.5 Declaration

- 9.5.6 If your organisation is unable to agree with this declaration your PQQ will not be scored resulting in a Failure