



**Portsmouth**  
CITY COUNCIL

**CORPORATE STANDARD  
PRE-QUALIFICATION  
QUESTIONNAIRE  
(PQQ)**

*For*

**PROJECT TITLE & REF NUMBER**

## PART 1 – Project Information

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This document may include additional information which may not have been clear online within the In-Tend information.

### **Notes to Officers:**

Provide a short description of the service requirements outlining all the important elements of the contract (without producing a full specification). Headings may include but are not limited to: *(delete this note before issue)*.

### **Introduction / Background**

### **Scope of Works**

### **Contract Period & Possible Extensions**

### **Major Elements / Requirements**

**Part A / B** (provide information on the procedure being applied and if this is being applied voluntarily or not) . 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.

### **Contractual Arrangements**

### **Funding**

### **Skills being sought**

### **Information Technology**

### **Performance Levels & Indicators**

### **Involvement of PCC Contractors**

Involvement with PCMI:

Where any of the works or services to be provided under the tender submitted in response to this ITT requires the provision of any signs, associated printed products or refurbishment whether permanent or temporary, the organisation to who the contract is awarded will be required to approach Portsmouth Craft and Manufacturing Industry (PCMI) to obtain a quote to be evaluated in their procurement of the work or those desired materials.

Where PCMI are not, for any reason, competitive on price to fulfil the direct manufacture of an order this information is to be fed back to PCMI so they are afforded an opportunity to match or beat an evidenced best price obtained elsewhere with a view to PCMI facilitating the production or refurbishment of

## PART 1 – Project Information

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the desired product in house or from within their own supplier network at the agreed price and lead-time.

Note to tenderers: PCMI Signs is a supported workshop and an integral part of Portsmouth City Council that provides employment opportunities for people with various disabilities through the production of signs or associated printed products and refurbishment work. This workshop is run as close to a commercial venture as possible, but on a not for profit basis.

Provide subheadings, i.e. "Involvement with PCMI" for each existing PCC provider the bidder awarded the contract will have to work with in order to deliver the required services. Provide similar information as in the PCMI section, informing bidders of how and when they will interact with other PCC Providers.

Note that all these elements will need to be also included within your specification to be effective within the contract. *(delete this note before issue)*.

### Procurement Timetable

Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the Council does not intend to depart from the timetable, it reserves the right to do so at any time.

Supplier briefing session	Day Month Year
PQQ submission deadline	Day Month Year
Evaluation of PQQs completed	Day Month Year
Invitations to tender issued	Day Month Year
Tender return deadline	Day Month Year
Evaluation of tenders completed	Day Month Year
Standstill period	Day Month Year
Contract award	Day Month Year

*Amend and adjust the above table to suit (please delete this note before issue).*

## PART 2 – Assessment Criteria

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### PQQ Assessment Criteria

Your submitted PQQ will be assessed in accordance with the requirements of the Public Contracts Regulations 2006 (the Regulations), and Portsmouth City Council (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 these Regulations.

Although the full Regulations do not apply to services described as Part B under the Regulations the Council may still choose to follow the regulations for such procurements. 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)

The following table provides the detailed breakdown by question as to how the scores/weightings will be applied.

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; you will be informed at the time of your exclusion.

A full explanation on the evaluation process can be found within the supporting document *Notes for Guidance - Pre-Qualification & Declarations*.

Question Ref	Score / Weighting
Section 1 - Organisation Details	No score – for information only
Section 2 – Financial Details	Pass / Fail (for criteria please see Notes for Guidance Section 2)
Section 3 – Insurance Details	Pass / Fail (for criteria please see Notes for Guidance Section 3)
Section 5 – Health & Safety	Pass/Fail (for criteria please see Notes for Guidance Section 4)
Section 5 – Business Activities	20% *
Section 6 – Experience & References	60% * equally weighted (i.e. 20% available * for each of the 3 references)
Section 7 - Declaration	Pass/Fail
Supplementary Questions	20% *To be completed for project-specific questions by departments
PQQ Declaration (Online	Pass/Fail

## PART 2 – Assessment Criteria

Question Ref	Score / Weighting
questionnaire)	

*PCC Staff Note: \* these percentages given in the table above are only indicative, please amend as appropriate to reflect the nature of your procurement project. However, please note that no changes are permitted to the Pass/Fail scores or to the scoring mechanism detailed in the Notes For Guidance – Pre-Qualification & Declaration document (please delete this paragraph.)*

**Please Note:** An overall pass mark of 50% shall apply to this prequalification exercise. Applicants who do not achieve an overall score of 50% or higher will not be invited to tender. In addition to the achievement of this overall pass mark only the 10 top scoring organisations will be taken through to the Invitation to Tender stage.

*PCC Staff Note: Please adjust/delete as appropriate , you may also wish to consider having a threshold score per question Please also ensure that this information is included in your Contract Notice for above OJEU threshold procurements (please delete this note).*

## PART 3 – Guidance

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The purpose of this questionnaire is to assist the Council in deciding which suppliers to short-list and invite to tender for the project named on the front of this document.

### Supporting Guidance

This PQQ must be completed in line with the guidance given within the accompanying document entitled *Notes for Guidance - Pre-Qualification & Declarations*. Additional copies may be downloaded from In-Tend under the Supplier Guidance tab and on the Council web site page <http://www.portsmouth.gov.uk/business/10270.html>. This guide contains help on how to complete the various documents, explanatory information regarding each question and the scoring methodology.

### PQQ Submission

Completed PQQ's must be submitted via In-Tend following the "*Supplier Guidance to In Tend Bid Submission*" which we strongly recommend you read prior to starting your submission. A copy of this guide would have been included within the email notification that documents had been published to you however further copies can be accessed via In-Tend from the Supplier Guidance tab or from the Council's web site page <http://www.portsmouth.gov.uk/business/10270.html>

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.

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.

PQQ's **Must Not** be returned using the correspondence option or by any other electronic process including email.

PQQ's **Must Not** be returned in hard copy format unless prior arrangements have been made for this to occur.

**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.**

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.

## PART 3 – Guidance

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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.**

Applicants will be informed via correspondence via In-Tend whether or not they have been successful at the PQQ stage of this tender process. If successful you will then be invited to tender.

### Contact Us

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 page as above.

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.

## PART 4 – Questionnaire

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### QUESTIONNAIRE

#### SECTION 1: ORGANISATION DETAILS

- 1.1 Full name of organisation/party submitting this PQQ.
- 1.2 Address of registered/main office - please confirm this appears on your supplier details on In-Tend and that it is correct if not please edit the In-Tend details.
  - YES/NO
- 1.3 Name, position and address of principal contact for this project.
- 1.4 Contact telephone and e-mail.
- 1.5 Applicant's/Organisation's address that should be used for the purpose of contract award if different from Q1.2.
- 1.6 Please indicate type of organisation (*delete those not appropriate*).
  - Sole trader
  - Partnership
  - Limited liability partnership
  - Private limited company
  - Public limited company
  - Local authority
  - Voluntary / charitable / not for profit organisation
  - Other (please specify)
- 1.7 Please confirm if your organisation is classified as a Small or Medium Enterprise (SME) as defined within sections 382 and 465 of the Companies Act 2006.
  - YES / NO / N/A
- 1.8 Company registration number (if applicable) – please confirm this appears on your supplier details on In-Tend and that it is correct if not please edit the In-Tend details.
  - YES / NO / N/A
- 1.9 Registered VAT number (if applicable) – please confirm this appears on your supplier details within In-Tend and is correct if not please edit the In-Tend details.
  - YES / NO / N/A
- 1.10 If your business is a registered charity or any other registered organisation (including limited, non-limited or Industrial and Provident Society), please state your registration number. This must be the registration number of the organisation/party that the Council may potentially contract with (i.e. the applicant of this PQQ named in Q1.1).



## PART 4 – Questionnaire

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- 1.11 Please specify the name of the registering body (if applicable).
- 1.12 Date of registration (if this applies).
- 1.13 Please confirm whether or not you have formed, or are forming a consortium for the purpose of tendering for this requirement.
- YES/NO
- 1.14 If you have answered 'Yes' to Q1.13, please list the names of your consortium members and their registration numbers (if applicable). Please note the Council reserves the right to obtain additional information on the consortium members.
- 1.15 If you have answered 'Yes' to Q1.13 please confirm the structure of the Consortium (e.g. One Legal Entity, Lead Organisation on behalf of the consortium, External Non-Delivering Organisation).
- 1.16 Name of ultimate parent company (if this applies).
- 1.17 Registration number and/or registered Charity number of parent organisation (if applies).
- 1.18 Please state if any director, partner, senior manager or associate of your organisation is a relative or has any type of private or business relationship with either a City Councillor, or an officer employed by the Council.
- YES/NO
- 1.19 If you have answered 'Yes' to 1.18 above, please give details of the relationship.

### SECTION 2: FINANCIAL INFORMATION

- 2.1 Indicate by deleting those not appropriate below which of the following you have made available on your In-Tend company record (you must be able to indicate at least one). The more information you are able to provide, the better the Council will be able to assess your financial standing.
- A copy of your audited accounts for your last two financial years.
  - If you qualify for the small business exemption, a copy of your statutory accounts for your last two financial years.
  - A statement of turnover, profit & loss account, balance sheet and a Director's/Managing Partners report (if available) for the most recent two years of trading.

## PART 4 – Questionnaire

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- Management Accounts including a profit & loss account and balance sheet for all periods of trading available.
- A statement of your cash flow forecast, projected profit & loss account and balance sheet for the current year and a bank letter outlining the current cash and credit position.
- Alternative means of demonstrating financial status if trading for less than one year (e.g. a copy of your business plan, cash flow forecast or details of your start up capital/loans or management accounts).

### Note:

If your organisation qualifies as an SME as defined within sections 382 and 465 of the Companies Act 2006 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 make these available on 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.

- 2.2 If your organisation is not registered with Companies House as either a private/public limited company or a limited liability partnership please can you provide the following monetary values from your Balance Sheet for your last two financial years? These factors will be used to calculate your organisation's Net Worth. If you are unable to provide this information, please state your reasons below.

Total Assets  
Intangible Assets  
Total Liabilities

- 2.3 If you believe that your organisation has a negative 'Net Worth' but you believe that there are specific factors which should be taken into account (e.g. inter-company loans, pension liabilities etc), please provide further information and corresponding monetary values which may be taken into account as part of the evaluation.
- 2.4 Please confirm your commitment to obtain either a Performance Bond or Parent Company Guarantee prior to contract award, if the Council deems this necessary.
- Performance Bond - YES/NO
  - Parent Company Guarantee - YES/NO
- 2.5 To the best of your knowledge is your organisation currently subject to investigation by a central government or non central government body such as the Office of Fair Trading for suspected financial weakness or business malpractice? If yes please give details.

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### SECTION 3: INSURANCE

3.1 Please confirm whether or not you have the appropriate minimum levels of insurance cover as set out below.

- Professional Indemnity (for the life of the contract plus 6 years) £5 million  
YES / NO / N/A
- Employer's Liability £5 million per claim  
YES / NO / N/A
- Public Liability £5 million per claim  
YES / NO / N/A
- Product Liability £5 million per claim  
YES / NO / N/A

**PCC staff Note: Please amend insurance types as appropriate, advice on the insurances required and their minimum levels should be sought from the Councils Risk Manager (please delete this note prior to issue)**

3.2 Please confirm if copies of valid and appropriate insurance certificates have been added to your supplier record on In-Tend (please add if required)

- YES/NO

3.3 If you have answered 'No' to any part of Q3.1, please confirm you are able to obtain the required levels of insurance. Written evidence of this from your insurance company(s) and/or broker must be provided as part of your PQQ submission.

- YES / NO / N/A

*NOTE: If, as part of your submitted PQQ submission, you do not provide written evidence from your insurance company(s) and/or broker which confirms your ability to obtain the required insurance levels stated - this will result in a Fail.*

**PCC staff Note: Please amend insurance types as appropriate, advice on the insurances required and their minimum levels should be sought from the Councils Risk Manager (Remove this note).**

### SECTION 4: HEALTH & SAFETY

4.1 Please provide evidence of your registration and compliance with a member of the Safety Schemes in Procurement (SSIP) Forum pre-

## PART 4 – Questionnaire

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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. For further information please use the following link:

<http://www.portsmouth.gov.uk/business/2164.html>.

4.2 Is your organisation registered with a SSIP Forum member scheme

- YES
- NO

4.3 If Yes

4.3.1 Which scheme member are you registered with?

4.3.2 State the validity period

- Data assessed
- Expiry date

4.4 If No

4.4.1 If you have no intention of registering please state why below

4.4.2 If you are to register please

- State the date you intend to register
- Name the member scheme you will be registering with
- State the date you expect registration to be achieved

4.5 Please complete the following table

*If not applicable delete this paragraph (**Remove this note**).*

*Similar minimum health & safety requirements may be required for other disciplines, where such minimum requirements exist amend the above to obtain the evidence you need (**Remove this note**).*

**NOTE:** *Further sections may be required to be added for requirements such as professional registrations (**Remove this note**).*

	Year 1		Year 2		Year 3	
	Date From	Date To	Date From	Date To	Date From	Date To
Number of						

## PART 4 – Questionnaire

RIDDOR reportable incidents reported by you/your organisation?						
Number of non-RIDDOR accidents resulting in injury to your employees?						
Details of any HSE enforcement notices served on you/your organisation?						
Has the organisation been subjected to any prosecutions for H&S management failings within the last three years, if yes, give details?						

Note: Reportable accidents are those required to be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995.

### SECTION 5: BUSINESS ACTIVITIES

- 5.1 Please describe your relevant experience (within the last 3 years for service and/or supply contracts, or 5 years for works contracts) in delivering similar requirements this should include your organisations core competencies, history within the market and the level of sub contracting activity. Please respond below using **500 words or less**.

### SECTION 6: EXPERIENCE AND REFERENCES

- 6.1 Please provide details as indicated below relating to three contracts from either or both the public or private sector that are relevant to the Council's requirement. Contracts for the supply of goods or services should have been performed during the past three years. Works contracts may be from the past five years. It is your responsibility to issue the Council's standard reference template to the three organisations you have listed below and ensure the completed references are returned directly to the Council by the PQQ submission deadline.

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6.2 Contract 1 Information - Please provide the following information:

Name of Reference Organisation:  
Contact Name at Reference Organisation

6.3 Contract 2 Information - Please provide the following information:

Name of Reference Organisation:  
Contact Name at Reference Organisation

6.4 Contract 3 Information - Please provide the following information:

Name of Reference Organisation:  
Contact Name at Reference Organisation

### SECTION 7: DECLARATION

7.1 I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the Council's requirement. I understand that the Council may reject this PQQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

- I / we agree with this declaration
- I / we disagree with this declaration

7.2 Name of person completing declaration

7.3 Position in Organisation

7.4 **PQQ On Line Declaration**

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.**