



**Pre-Qualification Questionnaire
Kensington and Chelsea TMO -
Enhancements and Developments
to Grenfell Tower**

August 2013

To be returned no later than 1300hrs on
20th September 2013

Section number		Description	PAGE NO.
	Background information	Information only	
SECTION 1	General information	This section is for information only and will not be marked. However failure to answer all the questions accurately may result in your PQQ response being disqualified	
SECTION 2	Financial	Minimum requirements – contains some “pass / fail” questions	
SECTION 3	Health and Safety	Minimum requirements – contains some “pass / fail questions”	
SECTION 4	Technical	On pass/ fail question Other questions evaluated and scored on the merits of the response	
SECTION 5	References	Fail if not provided Scored in accordance with the evaluation system set out in the letter dated the xxx	

Background information

General information about KCTMO

In the early 1990s, the tenants and leaseholders of the Royal Borough of Kensington and Chelsea (the Council) decided to pursue their legal right to manage their own homes. KCTMO was established on 1st April 1996 and the responsibility for managing the 9,760 properties passed on from the Royal Borough of Kensington and Chelsea Borough Council to KCTMO. KCTMO is unique as the first borough-wide housing organisation to give its tenants and leaseholders the power to decide how best to manage and maintain their homes.

General Information about the Project

Artelia to write – to include reference to the Kalc Project, the current architects, the current design stage

GENERAL INFORMATION

This section is for information only and is not scored. Failure to complete any question may result in disqualification.

1.1 Full Name and Address.			
This detail should relate to the organisation in whose name the tender will be submitted.			
Full name			
Address			
Web-site			
Company or charity registration no.		VAT registration number	

1.2 Nominated Contact.	
You are asked to include a single point of contact in your organisation for your response to the PQQ. TMO will not be responsible for contacting you through any route other than the nominated contact you must therefore notify Artelia promptly if there is any change in the nominated contact.	
Name	
Position	
Telephone Number	
Mobile number	
E-mail Address	

1.3 What is your current legal status?			
Sole Trader		Partnership	
Public Limited Company		Private Limited Company	
Other (please state)			

1.4 Background company information.
Please provide a brief history of your organisation including details of any parent and associated companies, changes in ownership over the last five years and details of significant pending developments which are currently in the public domain. Please limit this brief history to a maximum of 75 words

1.5 Are you applying as a consortium joint venture or other arrangement?			
If applicable please provide details			
Yes		No	
If "Yes" the details are as follows (please limit to 75 words)			

1.6 Does your organisation have any outstanding legal actions against it?

Yes		No	
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If "Yes" please provide details:

1.0 FINANCIAL REQUIREMENTS

This section is pass/fail as laid out in the letter to which this PQQ is attached and described in each question.

If your company is shortlisted and invited to tender, you may be requested to supply the following information for further evaluation at any point during the tender process:

1. A copy of your most recent audited accounts that cover the last three years of trading.
2. A statement of your company's turnover, profit and loss and cash flow position for the most recent full year of trading.
3. A statement of the company's cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position.
4. A separate statement of the company's turnover that relates directly to undertaking similar works in the past two years.

2.1 Please provide us with a copy of your D&B Compact financial report dated within a maximum term of 2 weeks prior to the return of the PQQ date. In order to be considered further the Dun and Bradstreet Report provided MUST show that the bidder:

- (a) Has a score of 3A or higher on the Financial Strength Indicator **AND**
- (b) Has a score of 1 or 2 on the Risk Indicator (any bidders with scores of 3 or 4 will fail)

Enclosed		
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2.2 Please confirm that your turnover for the last two full years of trading was in excess of £40M in each year.

Organisations with a turnover of less than £40M in each preceding full years of trading will fail.

Confirmed		
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2.3 Please confirm that your organisation has a quality management accreditation with ISO 9001 or equivalent.

Organisations without a quality management accreditation e.g. ISO 9001 or equivalent will fail.

Confirmed ISO 9001		
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Other accreditation please provide details:

2.4 Please confirm that you can comply with the following minimum insurance requirements or are able to increase your insurance cover if appointed?

If your cover is less than this amount you will be disqualified unless you are able to demonstrate you can increase your cover. Please provide copies of insurance certificates or confirmation from a broker that the cover can be increased.

	Confirmation of cover	Able to increase cover
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Public Liability insurance £15m		
Employers Liability insurance £15m		
Professional Indemnity insurance £15m		

2.5 Please give details of any contracts terminated in past 4 years and details of any litigation, claims or awards outstanding and any mitigating circumstances.

This will be scored using the scoring system as laid out in the letter to which this PQQ is attached. A minimum score of 2 is required to pass. Limited to 1 no. side of A4. If this question is not applicable to your organisation it is a pass.

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2.0 HEALTH AND SAFETY REQUIREMENTS

This section will be used to assess the tendering organisations commitment to Health & Safety.

3.1 Please confirm that you have a Health & Safety Policy that complies with the Health and Safety Act 1974 endorsed by the Chief Executive (or other Senior Officer) that is regularly reviewed.

A Health & Safety Policy is required to be in place. A copy is not required to be submitted with the PQQ return but it may be requested. If the response is a “no” your responses will not be evaluated further.

Yes	No
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3.2 Please confirm the number of reportable accidents over the past 3 years.

This is provided for information only and will not be evaluated at this stage.

	Total no. of Reportable accident	Accident frequency rate Number of injuries in the period)/(Total hours worked during the period)] x 1,000,000
2010 (2010-2011 financial year)		
2011 (2011-2012 financial year)		
2012 (2012-2013 financial year)		

3.3 Does your organisation have current membership of any trade associations, safety organisations, registration or accreditation by any accrediting bodies in respect of health and safety e.g. CHAS (Contractors Health & Safety scheme), SAFE contractor, Constructionline or equivalent? If the response is a “no” your responses will not be evaluated further.

Yes	No
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TECHNICAL ASSESSMENT

This will be scored and weighted as laid out in the letter to which this PQQ is attached.

4.1. A significant proportion of the project will be the installation of the new heating system and the exterior cladding. There is the possibility of securing grant funding for part or all of these elements of the work, as they have the potential to reduce energy usage. Please can you explain your experience of working with clients and funding organisations to secure such environmental funding?
This will be scored using the scoring system as laid out in the letter to which this PQQ is attached.
Limited to 600 words in total.

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4.2 Please give details of three social housing projects that you have undertaken within the last three years with residents in occupation during the works. Contractors are required to provide three examples with a construction value of more than £5M. Contractors who cannot demonstrate three projects will be disqualified.

This will be scored pass / fail

Project 1	
Project Name:	
Client Name:	
Value:	
Type of works	
Commencement date	
Project 2	
Project Name:	
Client Name:	
Value:	
Type of works	
Commencement date	
Project 3	
Project Name:	
Client Name:	
Value:	
Type of works	
Commencement date	

4.3 Grenfell Tower will be occupied during the construction works and working effectively with residents is essential to the success of the project. Using an example from one of the projects listed in 4.2 please confirm how you managed communication and coordination with the residents during the construction works.

This will be scored using the scoring system as laid out in the letter to which this PQQ is attached. Limited to 1000 words in total.

4.4 The programme for the completion of this project is challenging and, to minimise disruption to residents it is important that the project is delivered to the agreed timescales. Using examples from the projects listed in 4.2 please explain how you have adhered to agreed programmes. This will be scored using the scoring system as laid out in the letter to which this PQQ is attached. Limited to 500 words in total.

4.5 Working effectively with the supply chain will be essential to deliver this project which has a high proportion of specialist works. Using examples from the projects listed in 4.2 please explain how you have worked effectively with the supply chain, encouraging their innovation and contributions to the works. This will be scored using the scoring system as laid out in the letter to which this PQQ is attached. Limited to 600 words in total.

4.6 Full planning permission has been sought and will be in place prior to the award of the contract. However, due to the high profile of this project, there will be on-gong communication with the planning authority to finalise design details and gain approval to materials. Please provide examples from similar projects where you have successfully managed liaison with the planning authority. This will be scored using the scoring system as laid

out in the letter to which this PQQ is attached. Limited to 600 words

4.7. Based on examples of other works you have completed in high rise properties please explain how you manage the particular challenges of working at height. This will be scored using the scoring system as laid out in the letter to which this PQQ is attached. Limited to 600 words

4.8. This is an exciting project which will be an exemplar of an inner city project to upgrade and enhance an existing building and introduce an energy efficient heating system. Using examples from previous projects please explain your experience in proposing and implementing new technology. This will be scored using the scoring system as laid out in the letter to which this PQQ is attached. Limited to 600 words

4.9 Grenfell Tower is a constrained site in central London. Immediately adjacent to the Grenfell site is a separate, construction site of an Academy, Leisure Centre and public space which will need to be coordinated with the works at Grenfell Tower. Using the examples from previous projects please describe how you have coordinated with a separate contractor to ensure successful delivery of both projects.

This will be scored using the scoring system as laid out in the letter to which this PQQ is attached. Limited to 500 words in total.

4.10 Please give examples of three initiatives where, as part of a construction project, you have helped to provide long term benefits to the community

This will be scored using the scoring system as laid out in the letter to which this PQQ is attached. Limited to 500 words in total.

4.11 KCTMO is working to maximise the amount of waste that can diverted from landfill.

Please provide details of the waste management plans, policies, and monitoring methods you have in place to ensure you minimise waste generated on site and seek opportunities for environmental improvements in contract works. This will be scored using the scoring system as laid out in the letter to which this PQQ is attached. Limited to 300 words in total.

5.0 REFERENCES

Please provide **two** completed reference forms, dated within the last two years, from clients of completed projects.

3.0 6.0 DECLARATION

The declaration must be signed by an authorised signatory on behalf of the Tendering Organisation / Consortium

I am authorised by the **[Tendering Organisation / Consortium Members]** (and all relevant associated companies and organisations) to supply the information given in our PQQ response.

I declare that, at the date of signing this declaration, the information given is complete and accurate to the best of my knowledge having made reasonable enquiries.

TMO has our permission to:

- carry out all necessary actions to verify the information provided; and
- to pass any information provided to a third party commissioned by TMO for the purposes of evaluating our responses.

I acknowledge that:

- it is an offence to give or offer any gift or consideration to any employee of a public body as a reward or inducement in relation to the awarding of a public contract and that such action will give TMO the right to exclude a Tendering Organisation or Consortium from the procurement process;
- any price fixing or collusion with other bidders in relation to the Project shall give TMO the right to exclude a Tendering Organisation or Consortium from the procurement process and may constitute an offence;
- none of our directors, partners, employees or their relatives have any interest or connection to TMO for the purposes of Schedule 1, part 1 of the Housing Act 1996;
- to the best of our knowledge, we (as the potential provider) are not in breach of the provisions of Regulation 23 of the Public Contracts Regulations 2006 (as amended); and
- to the best of our knowledge we comply with the Probity Regulations of the Capital funding Guide.

Signed: _____

Name: _____

Position: **Director of equivalent**

Organisation: _____

Date: _____