

**Prequalification Questionnaire  
Kensington and Chelsea TMO –  
Enhancements and Developments  
to Grenfell Tower**

August 2013

To be returned no later than 1300hrs on  
20<sup>th</sup> September 2013



## 1.0 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 Main 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.	
Name	
Position	
Telephone 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.	
Number of employees	

1.5 Are you applying as a consortium joint venture or other arrangement?			
If applicable please provide details			
Yes		No	

1.6 Please confirm any information in respect of business related, criminal or civil court judgements against them and identify any on-going or pending cases.

## 2.0 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 the supply of this service for 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.**

Organisations considered being 'High Risk' or 'Unsuitable' for the procurement exercise by an independent credit check will be disqualified (Dun & Bradstreet Risk of Failure rating of 4 (High Risk))

Enclosed		
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**2.2 Please confirm that your last audited accounts show a turnover in excess of £30M.**

Organisations with a turnover of less than £30M 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 state		
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**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
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.

INSERT JENNY 'BORING QUESTIONS'

### 3.0 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 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.

Confirmed	
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**3.2 Please confirm the number of reportable accidents over the past 3 years**

There is no maximum requirement. This will be assessed with 3.3 and 3.4 to confirm you commitment to Health & Safety and the improvement. The total hours of work can be to be to the nearest 100,000. Please feel free to add commentary.

	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 (2009-2010 financial year)		
2011 (2010-2011 financial year)		
2012 (2011-2012 financial year)		

**3.3 Please confirm how your organization has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to enforcement.**

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

**3.4 Please confirm how you are improving Health and Safety on your sites.**

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

## 4.0 TECHNICAL ASSESSMENT

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

**4.1 Please give details of three tenanted social housing projects that you have completed within the last three years. 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

**4.2 Grenfell Tower will be occupied during the construction works and working with residents will be important to the success of the project. Using an example given in 4.1 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 400 words in total.

**4.3 This project is required to be completed on a challenging programme. Using the examples given in 4.1 please confirm how you adhered to a tight programme**

This will be scored using the scoring system as laid out in the letter to which this PQQ is attached. Limited to 400 words in total.

**4.4 Managing and controlling your supply chain will be critical to the success of this project. Please explain how you proactively managed your supply chain to deliver value to the client.**

This will be scored using the scoring system as laid out in the letter to which this PQQ is attached. Limited to 400 words in total.

**4.5 Grenfell tower, due to its location and size is highly visible. Liaison with the planning authority will be important especially regarding the final design and external finishes. Please give an example where you have successfully managed the liaison with a planning authority.**

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

Limited to 300 words

**4.6. Using an example of a high rise building project you have completed please describe how you managed the safety of working at height and the other challenges as high rise building presents.**

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

Limited to 300 words

**4.7. Please give an example of how you delivered innovation to a recent project. If possible, please use an environmental innovation example.**

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

Limited to 300 words

**4.8 Grenfell Tower is a constrained site in central London. Immediately next to the Grenfell site is a separate, construction site of an Academy, Leisure Centre and public space which will need to be coordinated with Grenfell. Using the examples in 4.1 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 200 words in total.



**4.9 Please give an example of a project where you engaged particularly well with the community. How did you promote engagement and maintain it throughout the project.**

This will be scored using the scoring system as laid out in the letter to which this PQQ is attached.  
Limited to 200 words in total.

**4.10 How do you manage your waste in the most environmentally friendly way?**

This will be scored using the scoring system as laid out in the letter to which this PQQ is attached.  
Limited to 200 words in total.

**5.0 REFERENCES**

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

## 6.0 DECLARATION

The declaration must be signed by an authorised signatory on behalf of the Tendering Organisation / Consortium (and any associated companies and organisations).

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: **[Bid Manager or equivalent]**

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_