



Ref: 11833

Xx August 2013

Dear Sir/Madam

ENHANCEMENTS AND DEVELOPMENTS TO GRENFELL TOWER FOR KENSINGTON AND CHELSEA TENNANT MANAGEMENT ORGANISATION

Thank you for registering your interest in the above scheme as advertised on behalf of Kensington and Chelsea Tennant Management Organisation (TMO) on the eNotices portal for European public procurement on xx 2013.

Please read the documents to familiarise yourself with our requirements and then complete each of the PQQ Sections carefully. It sets out the information required in order that we may assess your suitability to undertake the works for us, in terms of your technical knowledge, experience, capability/capacity and financial standing.

Background Information

This PQQ will be used to select a shortlist of organisations to be invited to tender for the detailed design and construction for the enhancements and developments to Grenfell Tower. A copy of the latest design documents are attached to this letter.

Instructions for Completion

You must follow the instructions outlined below when completing this PQQ.

- All sections (1-6 inclusive) within the PQQ are to be completed in full.
- All questions are to be answered in English.
- All questions are to be answered as accurately and concisely as possible in the same order as the questions are presented.
- If a question is not relevant to your organisation, this should be indicated, with an explanation why.
- If a question cannot be answered fully, please provide relevant explanation and details.
- Any supporting documents are to be referenced within the PQQ response as to how they support your application. TMO shall not be responsible for interpreting your documents as to how you intend to apply them in support of your application.
- Where a consortium approach is proposed, all information requested should be given in respect of the proposed main contractor. Relevant information should also be provided in respect of consortium members who will play a significant role in the project.
- Answers that exceed the word limit will not be read or scored.
- Answers need to be in black, Ariel font, size 11
- TMO reserves the right to disqualify any contractor if it is discovered that the answers given are incorrect or false.
- The bidder has an obligation to advise TMO at any stage should there be a significant change to any of the information provided e.g. a contract is terminated.
- No marketing material should be provided. This will be destroyed and not marked.

Submitting Completed Pre-Qualification Questionnaires

Please submit one (1) no. hard copy (double sided) to and one (1) no. electronic copy in a single Adobe (.pdf) file (on a CD or memory stick) of your submission by **1300hrs on 20th September 2013** to:

Artelia UK
Tubs Hill House
Sevenoaks
Kent
TN13 1BL
F.A.O. Philip Booth – TMO – Grenfell Tower PQQ

Provider Evaluation and Selection

PQQ responses shall be evaluated using the following process. Artelia and TMO will be evaluating the PQQ responses and a moderated score will be agreed after independent scoring.

1. The information supplied will be checked for completeness and compliance with the instructions before responses are evaluated. At this stage we may disqualify any applicant who:
 - Fails to submit its completed PQQ before the deadline of 1300hrs on **20th September 2013**.
 - Fails to provide the information requested in Section 1 of the PQQ.
 - Fails to provide a satisfactory response to any questions in Sections 2 and 3 of the PQQ or inadequately/incorrectly completes any question.
 - Fails to provide references
 - Fails to sign and complete the declaration on in Section 6 of the PQQ.
 - Fails to meet any minimum requirements as set out in the PQQ and table below.

1	GENERAL INFORMATION
Not scored – Failure to complete any question may result in disqualification	
2	FINANCIAL INFORMATION
2.1	Credit check – Pass/Fail – 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)
2.2	Turnover in excess of £30M – Pass/Fail – if your turnover was less than £30M in your last audited accounts then you fail.
2.3	ISO 9001 or equivalent – Pass/ Fail – if you have not got ISO 9001 or equivalent you fail
2.4	Insurance requirements – Pass/Fail - If your cover is less than this amount you will be disqualified unless you are able to demonstrate you can increase your cover
2.5	Contracts terminated/litigation – Pass/Fail – A minimum score of 2 is required to pass. If this question is not applicable to your organisation it is a pass.
3	HEALTH & SAFETY
3.1	Health and Safety Policy – Pass/Fail – A Health & Safety Policy is required to be in place
3.2	Reportable Accidents – Not scored - 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
3.3	Reviewing significant incidents – Pass/Fail – A minimum score of 2 is required to pass
3.4	Improving Health and Safety – Pass/Fail – A minimum score of 2 is required to pass
6	DECLARATION
Not scored – failure to complete may result in disqualification	

2. Applicants who are not disqualified in accordance with the above grounds shall be evaluated on the responses to Section 4 of the PPQ on the following criteria which take into account your technical or professional ability and are in accordance with the Public Contracts Regulations 2006 (as amended from time to time).

SCORE 0
Very Poor (does not meet any of the requirement) The response is significantly below what would be expected because of one or all of the following: <ul style="list-style-type: none"> • The response indicates a significant lack of understanding; and • The response fails to meet the requirement.
SCORE 1



<p>Poor (meets some of the requirement) The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:</p> <ul style="list-style-type: none"> • There is at least one significant issue needing considerable attention; • There is insufficient evidence to demonstrate competence or understanding; and • The response is light and unconvincing.
SCORE 2
<p>Fair (meets most, but not all the requirement) The response meets most of the requirement, but there is a least one significant issue of concern or several smaller issues. These would require some further clarification or attention later in the procurement process and may arise through lack of demonstrated capability and/or appropriate evidence. The response therefore shows:</p> <ul style="list-style-type: none"> • Basic understanding of the requirements; • Sufficient competence demonstrated through relevant experience; and • Some areas of concern that require attention.
SCORE 3
<p>Good (meets the requirement) The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there might be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:</p> <ul style="list-style-type: none"> • Good understanding of the requirements; • Sufficient competence demonstrated through relevant experience; and • Some insight demonstrated into the relevant issues.
SCORE 4
<p>Very Good (exceeds the requirement) The response exceeds what is expected for the criteria. Leave no doubt as to the capability and commitment to deliver what is required. The response therefore shows:</p> <ul style="list-style-type: none"> • Very good understanding of the requirement; • Considerable competence demonstrated through relevant experience; • Considerable insight into the relevant issues; and • The response is also likely to propose additional value in several respects above that expected

3. The scores for each applicant will be entered weighted as below. The highest scoring PQQ will be taken forward to the Invitation to Tender (ITT) stage. **References will be reviewed at this stage to ratify the shortlist**

4	TECHNICAL ASSESSMENT	
4.1	Please give details of three (3) no. similar projects	Pass / Fail
4.2	Engage and communicate effectively with residents	20
4.3	Programme management	15
4.4	Effective supply chain management	15
4.5	Detailed design and liaison with planning authority	15
4.6	Experience of working on high rise buildings	10
4.7	Introduction of innovation – particularly energy conservation	10
4.8	Working next to a live, construction site	5
4.9	Community engagement	5
4.10	Environmental waste management	5

5	REFERENCES
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Pass/Fail – Failure to provide two references will result in a Fail.

These will be scored in accordance with the scoring system as laid out in this letter. A fail will be given if more than one question with a score of less than 3; or an overall score of 30 or below.

Disclaimer

Nothing within the PQQ is, or should be relied on as, a promise or representation as to the future.

Any expenses incurred by prospective bidders in preparing responses or tenders will not be reimbursed by TMO.

TMO reserves the right, without prior notice and in their absolute discretion, to change or terminate the tendering procedure for the Project at any time before the signing of the Contract.

TMO reserves the right to reject any or all of the responses and to discontinue the contract award procedure at any time and is not bound to accept the lowest price of any tender.

TMO expressly reserve the right to require you to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this PQQ or to undertake a due diligence review of the information provided by you at any time to ensure that this is still current and meets the original selection standards. Your application may be precluded if any information is found to be inaccurate when verified

Programme

The desired programme for the works is as follows:

- Invitation to tender (ITT) to shortlisted contractors – November 2013
- Bidders day – November 2013 (date to be confirmed at ITT)
- Interviews – February 2014 (date to be confirmed at ITT)
- Appointment – February 2014
- Start on site – March 2014
- Completion – May 2015

Further information and clarifications

If you have any queries or require further information please you may submit these by email to Philip Booth at business.support.log@uk.arteliagroup.com

Any queries should clearly reference the appropriate paragraph in the documentation and, to the extent possible, should be aggregated rather than sent individually. Artelia will respond to all reasonable requests for clarification of any aspect of this PQQ and supporting documents. Please do not contact TMO directly with queries.

If we consider any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all applicants.

Yours sincerely



Philip Booth
Project Manager
Artelia on behalf of Kensington and Chelsea TMO

Encl.

- Prequalification Questionnaire
- Plans, elevations and artists impressions
- Reference form

