

**Request To Participate**  
**Pre Qualification Questionnaire Introduction**

Item	Contract Details
Contract Description:	Cleaning Contract
Period of Contract:	Two years with option of extra year
Procuring Officer:	Mr P Darwen
Submission instructions:	Marked PQQ FAO: Mr P Darwen
Date/time for PQQ return:	6 March 2018 12:00
Expected number of organisations to be invited to tender:	Maximum of six

**Timetable**

This timetable is indicative only. The Academy reserves the right to change it at its discretion.

Stage	Date/time
Submission of completed PQQs	6 March 2018 12:00
Evaluation of completed PQQs	7 – 12 March 2018
Notification of result of evaluation	14 March 2018
Expected issue of Invitation to Tender	23 March 2018
Expected date for submission of Invitation to Tender	8 May 2018

## **BACKGROUND INFORMATION**

Birmingham Ormiston Academy (BOA) is seeking expressions of interest from those with suitable experience who may be interested in submitting a tender for the provision of Building Cleaning at the Academy.

It is anticipated that the contract would be a period of 2 years from 1 September 2018, with the option for BOA to extend the contract for one further year.

## **NOTES FOR COMPLETION**

In order to ensure competition, transparency and value for money, this procurement will be conducted in accordance with the Restricted Procedure, as implemented in the UK by the Public Contracts Regulations 2015.

The first stage in the procurement process is to shortlist those who submit a completed Pre-Qualification Questionnaire (PQQ). To assist in the process of compiling this shortlist and deciding who will be invited to tender you must provide all the information that is requested in this PQQ.

By returning the PQQ your organisation is confirming that the answers given on the PQQ are true, complete, accurate and not misleading and it is understood that false information could result in exclusion from the short list of tenderers.

Please answer all questions and number any supporting documentation.

Actual figures should be provided for all financial, statistical or numerical information based upon your company's records. If this is not possible, please provide estimates indicated by "Est" after the figure.

If tenderers propose to sub-contract or outsource services, they must provide details of the sub-contracted/outsourced services in the PQQ response.

**YOUR RESPONSE MUST BE COMPLETED ON THE FORM BELOW. ANY OTHER DOCUMENT OR FORMAT WILL BE DISREGARDED.**

## **EVALUATION**

Evaluation of responses to this PQQ will first deal with any bidders to be excluded pursuant to Regulation 57 of the Public Contracts Regulations 2015. The remaining applicants will be limited by objectively assessing the relative strength of their economic and financial standing and technical ability as relevant to the scope of services. The scoring mechanism for the evaluation of PQQs can be found in Appendix 1.

## **IMPORTANT NOTICE**

The contents of this PQQ, and that of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Academy and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this PQQ and all associated documents immediately and not to retain any electronic or paper copies.

This PQQ is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by the Academy and its advisers.

The Academy reserves the right to reject PQQs which are not submitted in accordance with the instructions given.

The Academy reserves the right to cancel the tender process at any point. The Academy is not liable for any costs resulting from cancellation of this process nor for any costs incurred by Organisations taking part in the tender process.

PQQs must be completed in the English language.

### **FREEDOM OF INFORMATION ACT 2000**

Organisations submitting pre qualification questionnaires are requested to specify with reasons if anything contained in its PQQ is confidential and the Academy will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000.

**REQUEST TO PARTICIPATE**  
**PRE QUALIFICATION QUESTIONNAIRE**

**Part A - General Information**

**A1. Organisation information**

Name of the company in whose name the tender would be submitted

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Contact Name

Address

Telephone

Fax

Mobile

e-mail

Company Registration No.

Date of Incorporation

Legal Standing (Private, Limited Liability, Public)

Name and address of any subsidiary company if appropriate

Name and address of any parent company if appropriate

Is your organisation registered under the Data Protection Act 1998


## Part B – Grounds for Exclusion

Do any of the circumstances as set out below apply to your company?

(Please delete as appropriate)

<ul style="list-style-type: none"> <li>Is in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings;</li> </ul>	<b>Yes/No</b>
<ul style="list-style-type: none"> <li>Has been convicted of a criminal offence related to business or professional conduct i.e. bribery, corruption, fraud, money laundering;</li> </ul>	<b>Yes/No</b>
<ul style="list-style-type: none"> <li>Has committed an act of grave misconduct in the course of business;</li> </ul>	<b>Yes/No</b>
<ul style="list-style-type: none"> <li>Has not fulfilled obligations relating to payment of social security contributions;</li> </ul>	<b>Yes/No</b>
<ul style="list-style-type: none"> <li>Has not fulfilled obligations relating to payment of taxes under the law of any part of the UK or of the relevant state in which the economic operator is established</li> </ul>	<b>Yes/No</b>

If answered YES to any of the above, please give details below, including any action taken to resolve the situation.

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## Part C – Insurance

Please provide confirmation that you have or, if successful, will buy the following minimum levels of insurance:

	<b>Confirmed</b>
Public liability £20 million	
Employers liability £5 million	
Key Holder Insurance	

**Part D – Financial Information**

***If invited to tender we may seek evidence relating to the questions below, if required and we reserve the right to use the services of an independent third party to assess your financial standing/appraisal at your cost.***

D1. What was your turnover, profit and net current assets / (liabilities) for the last three financial years?

Year	2017	2016	2015
Turnover			
Profit on ordinary activities after taxation			
Net current assets / (liabilities)			

D2. Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?

**YES/NO** (*delete as appropriate*)

If the answer to the above question is **no**, what were the reasons, and what has been done to put things right?

D3. Has your organisation met all its obligations to pay its creditors and employees during the past year?

**YES/NO** (*delete as appropriate*)

If the answer to the above question is **no**, please explain why not:

D4. Please provide details (where applicable) of significant pending developments, changes in financial structure or ownership, prospective takeover bids, buy-outs & closures etc which are in the public domain.  
*(this section will not be scored and is for information purposes only)*

## Part E – Health & Safety

- E1 Does your organisation have a written Health and Safety Policy (covering General Policy, Organisation and Arrangement) as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and issue any codes of safe working practices to workforce?

**YES/NO** (*delete as appropriate*)

- E2 Does your organisation have a procedure for the reporting and recording of accidents and dangerous occurrences in accordance with RIDDOR?

**YES/NO** (*delete as appropriate*)

- E3 During the last five years, has the organisation been subject to formal enforcement (e.g. Prosecution or Prohibition Notice) for contravention of the Health and Safety at Work etc Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract?

**YES/NO** (*delete as appropriate*)

- E4 Does your organisation have Risk Assessment Procedures in place for all work activities as required by the Management of Health and Safety at Work Regulations 1999 and associated legislation?

**YES** (*delete as appropriate*)

- E5 Does your organisation have a health and safety training programme for your workforce to ensure that they are competent for their duties?

**YES/NO** (*delete as appropriate*)

## Part F - Equality and Diversity

- F1 Does your organisation comply with its legal obligations relating to Race, Sexual Orientation, Disability, Age, Religion or Belief, Gender and Human Rights?

**YES/NO** (*delete as appropriate*)

- F2 In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?

**YES/NO** (*delete as appropriate*)

## Part G – Technical Capacity

Considering there are four education sectors within the UK i.e. Primary, Secondary/Academy, Further Education and Higher Education;

- G1 Please provide details of three current education cleaning contracts within the **same sector** to those required under this Contract.

Education Establishment Name and Address	Date of Contract Award and Duration	Annual Contract Value	Description of Services provided

- G2. Please provide details of the Organisations top three education cleaning contracts by contract value.

Education Establishment Name and Address	Date of Contract Award and Duration	Annual Contract Value	Description of Services provided

- G3. Please provide details of three current cleaning contracts closest in location to those required under this Contract, preferably within the education sector.

Customer Name and Address (inc post code)	Date of Contract Award and Duration	Annual Contract Value	Description of Services provided



G4. Please provide the address of the Local Office or Area Manager address of where this Contract would be serviced from:

G5. Is your organisation accredited to ISO9001 or equivalent?

**YES/NO** (delete as appropriate)

If NO please provide brief details of any formally implemented quality assurance system

G6. Is your organisation accredited to ISO14001 or equivalent?

**YES/NO** (delete as appropriate)

If NO please provide brief details of any formally implemented environmental management system?

G7. Does your organisation have current membership of any safety organisations, registration with or accreditation by any safety accrediting bodies, for example **CHAS** or equivalent?

**YES/NO** (delete as appropriate)

(Please list):

G8. Please confirm whether your organisation has ever had a contract terminated (prior to expiry date) within the last three years?

**YES/NO** (delete as appropriate)

If the answer is **yes**, please provide full details.

**Part H – References**

Please provide details of three clients from whom references may be sought. The references provided must be for recent work that is similar to that which this Contract relates to and the clients must have agreed to act as a referee prior to you submitting this questionnaire.

	<b>Reference 1</b>	<b>Reference 2</b>	<b>Reference 3</b>
<b>Name</b>			
<b>Title</b>			
<b>Address</b>			
<b>Tel. No.</b>			
<b>Email Address</b>			
<b>Description of Contract</b>			
<b>Month and Year due for Renewal</b>			

## Appendix 1 Scoring Pre Qualification Questionnaires

Part A	Not Scored
Part B	This section will be scored on a pass / fail basis
Part C	<p>Up to 2 points will be awarded for each question in this section using the following classification:</p> <p>2 points = Meets expectations 1 point = Below expectations 0 points = Unacceptable</p> <p>Below is a summary of our expectations:</p> <ul style="list-style-type: none"> <li>Public Liability and Employers Liability Insurance already in place to a level of £5m</li> <li>Key holders insurance (if required)</li> </ul>
Part D	<p>Up to 2 points will be awarded for each question in this section using the following classification:</p> <p>2 points = Meets expectations 1 point = Below expectations 0 points = Unacceptable</p> <p>Below is a summary of our expectations:</p> <ul style="list-style-type: none"> <li>Contract Value less than 10% of annual turnover</li> <li>Turnover increasing over the last 3 years</li> <li>Profit increasing over the last 3 years</li> <li>Appropriate Capital &amp; Reserves held</li> <li>Terms of banking and loan agreements met</li> <li>Obligations to creditors and employees met</li> </ul>
Part E	<p>Up to 2 points will be awarded for each question in this section using the following classification:</p> <p>2 points = Meets expectations 1 point = Below expectations 0 points = Unacceptable</p> <p>Below is a summary of our expectations:</p> <ul style="list-style-type: none"> <li>Written H&amp;S policy and Risk Assessments in place</li> <li>Procedures for RIDDOR</li> <li>No prosecutions or prohibition notices</li> <li>Training programme for H&amp;S</li> </ul>
Part F	<p>Up to 2 points will be awarded for each question in this section using the following classification:</p> <p>2 points = Meets expectations 1 point = Below expectations 0 points = Unacceptable</p> <p>Below is a summary of our expectations:</p>

	<ul style="list-style-type: none"> <li>• Compliance with legal obligations</li> <li>• No findings of unlawful discrimination</li> </ul>
Part G	<p>Up to 2 points will be awarded for each question in this section using the following classification:</p> <p>2 points = Meets expectations 1 point = Below expectations 0 points = Unacceptable</p> <p>Below is a summary of our expectations:</p> <ul style="list-style-type: none"> <li>• Education experience within the same sector</li> <li>• Education experience of a similar contract value</li> <li>• Demonstration of presence in the local area (preferably within education)</li> <li>• Area Management or Office based in the local area</li> <li>• ISO9001 or equivalent accreditation</li> <li>• ISO14001 or equivalent accreditation</li> <li>• CHAS or equivalent accreditation</li> <li>• No contracts terminated</li> </ul>
Part H	Not scored (will be used in tender evaluation where appropriate)