

Corporate Resources Directorate
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PRE-QUALIFICATION QUESTIONNAIRE (“PQQ”)

Introduction

No information contained in this PQQ or in any communication made between London Borough of Harrow (“the Authority”) and any Potential Provider in connection with this PQQ shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this PQQ. The Authority reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the Authority incur any liability in respect of this PQQ or any supporting documentation.

Direct or indirect canvassing of any Minister, public sector employee or agent by any Potential Provider concerning this requirement, or any attempt to procure information from any Minister, public sector employee or agent concerning this PQQ may result in the disqualification of the Potential Provider from consideration for this requirement.

The Authority, with the support of other Contracting Bodies, is leading this collaborative procurement. The Authority intends to realise the maximum possible benefits of this procurement but needs the resulting framework to be flexible and diverse enough to allow opportunities for public sector engagement with those Contracting Bodies identified in the OJEU Notice. Any resulting framework agreement must enable effective customer/provider relationships to develop within an ethos of continuous improvement and efficiency.

Whilst no business is guaranteed via a framework agreement, Contracting Bodies that have expressed an interest in using the new framework agreement are:

1. Purpose of this Pre-Qualification Questionnaire (PQQ)

This PQQ sets out the information which is required by the Authority in order to assess the suitability of Potential Providers in terms of its technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirement. During the PQQ stage we envisage selecting to invite to tender the highest eight (8) scoring suppliers or suppliers achieving a score of 500 points or more.

1.1 Structure of PQQ

Potential Providers must adhere to the format of this PQQ when answering the questions. The PQQ is in the format of 2 electronic Response Questionnaires.

- 1. The Qualification Questionnaire** – this questionnaire comprises of information only questions and PASS/FAIL questions. Candidates that fail any of the PASS/FAIL questions will be rejected at this point and their Technical questionnaire will not be evaluated.
- 2. The Technical Questionnaire** – this questionnaire comprises of a number of questions relating to the technical capacity and competence of the candidates organisation to service the Contract. Answers will be evaluated and scored according to the evaluation criteria set out for the PQQ.

1.2 Additional Information

Recipients are invited to complete the PQQ and to submit it via the E-tendering portal.

All requests for clarification or further information in respect of this PQQ should be addressed via the E-tendering portal. No approach of any kind in connection with this PQQ should be made to any other person within, or associated with, the Authority.

This PQQ is being provided on the same basis to all Potential Providers.

The Authority expressly reserves the right to require a Potential Provider to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this PQQ.

The Authority will not reimburse any costs incurred by Potential Providers in connection with preparation of their responses to this PQQ.

1.3 Freedom Of Information

The Authority is committed to open government and to meeting their legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The Authority may also decide to include certain information in the publication scheme, which the Authority maintains under the Act.

If a Potential Provider considers that any of the information included in their PQQ is commercially sensitive, it should identify it and explain (in broad terms) what harm may

result from disclosure if a request is received, and the time period applicable to that sensitivity.

Potential providers should be aware that, even where they have indicated that information is commercially sensitive, the Authority might be required to disclose it under the Act if a request is received.

Potential providers should also note that the receipt of any material marked 'confidential' or equivalent by the Authority should not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking.

1.4 Instructions for Completion

Potential providers should follow the instructions outlined below when completing this PQQ.

Potential providers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Potential Provider's organisation, this should be indicated, with an explanation.

Questions should be answered in English.

The information supplied will be checked for completeness and compliance before responses are evaluated.

Responses will be evaluated in accordance with the procedures set out in the PQQ evaluation criteria and Selection. In the event that none of the responses are deemed satisfactory, the Authority reserves the right to terminate the procurement.

Failure to furnish the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that a Potential Provider is not invited to participate further.

1.5 Submission of Completed Pre-Qualification Questionnaires

You must submit your completed PQQ via the Authority's eSourcing tool at <https://harrow.bravosolution.co.uk>. Completed PQQs may be submitted at any time before the closing date. Please note that completed PQQs received after the closing date may be rejected. Potential providers must keep their contact details on the e-sourcing tool up to date or they will be unable to receive communications from the Authority.

1.6 Consortia and sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader.

Relevant information should also be provided (as indicated in the PQQ) in respect of consortium members or sub-contractors who will play a significant role in the delivery of the requirements under any ensuing framework agreement. Responses must enable the Authority to assess the overall consortia or core supply base.

Where the proposed prime contractor is a special purpose vehicle or holding company, information should be provided of the extent to which it will call upon the resources and expertise of its members.

The Authority recognises that arrangements in relation to consortia and sub-contracting may (within limits) be subject to future change. Potential providers should therefore respond in the light of the arrangements as currently envisaged. Potential providers are reminded that any future change in relation to consortia and sub-contracting must be notified to the Authority so that it can make a further assessment by applying the selection criteria to the new information provided.

1.7 Queries about the procurement

The Authority will not enter into detailed discussion of the requirements at this stage. Any questions about the procurement should be submitted in writing by *via the e-tendering portal messaging tool* for the attention of the buyer. If the Authority considers 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 Potential Providers who have responded; have expressed an interest; or those that show an interest before the closing date for the submission of the PQQ.

All responses received and any communication from Potential Providers will be treated in confidence but will be subject to the freedom of information act.

1.8 Provider contact point

Potential providers are asked to include a single point of contact in their organisation for their response to the PQQ. The Authority will not be responsible for contacting the Potential Provider through any route other than the nominated contact. The Potential Provider must therefore undertake to notify any changes relating to the contact promptly. This contact point will be the E-tendering portal account holder unless otherwise instructed.

1.9 Provider selection

The objective of the qualification process is to assess the responses to the PQQ and select Potential Providers to proceed to the next stage of the procurement.

The Authority may disqualify any Potential Providers who fails to:

- (i) comply with the requirements of Regulation 23 and/or fails to certify at Part G that it has fulfilled these requirements
- (ii) provide a satisfactory response to any questions in the PQQ or inadequately or incorrectly completes any question
- (iii) submit its completed PQQ after the deadline

The Potential Providers who comply with the above grounds shall be evaluated on the qualification criteria listed in the PQQ which takes into account the economic and financial standing and the technical or professional ability of the Potential Provider and will be in accordance with Regulations 23-25 of the Public Contracts Regulations 2006 (as amended). A shortlist of Potential Providers will be drawn up and invited to tender. The Authority may seek independent financial and market advice to validate information declared or to assist in the evaluation. The Authority reserves the right to conduct Reference site visits; ask for demonstrations; and/or presentations as part of the PQQ process.

Evaluation of tenders at the award stage will be undertaken in accordance with the high-level evaluation criteria that will be published in the invitation to tender documentation.

2.0 PQQ Scoring Mechanism

Every response to a Scored PQQ question in the Technical Questionnaire will be evaluated and scored using the following mechanism.

Point Score	Criteria
Text / Attachment	
5	Fully meets requirement with no reservations
4	Meets requirement with minor reservations
3	Meets requirement with major reservations
2	Partially meets requirements with reservations
1	Fails to meet requirements in multiple areas - major reservations
0	Fails to meet the minimum requirements. (Bid rejected)
Y/N	Yes/no answers are scored 5 = yes, 0 = no (or vice versa if appropriate) Can score 2 or 3 for partial compliance if relevant.
Options List	Options List questions carry a pre-determined score for each selection. For example a multiple choice question of 3 choices may be scored: 1) 5 points 2) 3 points 3) 0 points

WEIGHTING

Each question will be weighted to give it a maximum number of points available and will demonstrate the importance of each question in the PQQ to the Council.

For example if a question is weighted x 10 the total number of points available for that question will be 50 (max score 5 x weighting of 10 = 50)