



Please find below Pre Qualification Questionnaire for CHP Bio Project

The timescales for completion are:

PQQ to be returned to Renewables East by 1600hrs Thursday 26 Feb 09

Those shortlisted will be required to complete a confidentiality agreement on 2 March 09 and upon receipt the Invitation to tender will be issued.

Tenders are to be returned to Renewables East by 1600hrs on Friday 20 March



Communications Strategy

Pre-Qualification Questionnaire Guidance Document

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1.0 PART A - INTRODUCTION

No information contained in this PQQ or in any communication made between The Authority (Renewables East) 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. Renewables East 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 Renewables East 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.

2.0 PURPOSE OF THIS PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

This PQQ sets out the information which is required by Renewables East 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, the intention is to arrive at a Short List of qualified providers for formal Invitation to tender

2.1 Structure of PQQ

Potential Providers must adhere to the format of this PQQ when answering the questions. Where questions cannot be answered fully, please provide relevant explanation and details. Please keep responses concise and, where practical, include electronic links to where additional relevant information can be found.

2.2 The Requirement

This invitation to tender seeks services from public relations and marketing consultancy practices with very strong communications skills and resources capable to devise a clear and consistent communication strategy for Combined Heat and Power project in the Eastern region.

2.3 Additional Information

Recipients are invited to complete the attached PQQ and to submit it, together with any requested supporting information, to the [contact point](#) detailed on page 5 by the due date for return.

All requests for clarification or further information in respect of this PQQ should be addressed to the named [contact point](#).

No approach of any kind in connection with this PQQ should be made to any other person within, or associated with, Renewables East.

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

Renewables East 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.

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

2.4 Freedom of Information

Renewables East is not a public authority and therefore is not obliged to comply with the Freedom of Information Act 2000

2.5 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 by a scoring panel. In the event that none of the responses are deemed satisfactory, Renewables East 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.

2.6 Submission of Completed Pre-Qualification Questionnaires

For submission via electronic systems:

You must submit your completed PQQ via johnheath@renewableseast.org.uk no later than 1600hrs Thursday 26 February 2009. 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 Renewables East.

2.7 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 in respect of consortium members or sub-contractors who will play a significant role in the delivery of the project.

Responses must enable Renewables East 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.

Renewables East 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 Renewables East so that it can make a further assessment by applying the selection criteria to the new information provided.

2.8 Queries about the procurement

Renewables East will not enter into detailed discussion of the requirements at this stage.

Any questions about the procurement should be submitted in writing by email for the attention of John Heath at the address given on page 4.

If Renewables East 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 paragraph 1.7 above.

2.9 Provider contact point

Potential providers are asked to include a single point of contact in their organisation for their response to the PQQ. Renewables East 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.

2.10 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.

Renewables East may disqualify any Potential Providers who fails to:

- (i) provide a satisfactory response to any questions in the PQQ or inadequately or incorrectly completes any question
- (ii) 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.

Renewables East may seek independent financial and market advice to validate information declared or to assist in the evaluation. Renewables East 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.

3.0 PART B – COMPANY IDENTITY

Full name, address and website

Company Name	
Address	
Town/City	
Postcode	
Country	
Website	

Name, position, telephone number and e-mail address of main contact for this project.

Name	
Position	
Telephone Number	
Fax Number	
E-mail	

4.0 PART C – ORGANISATIONAL STRUCTURE

Provide Team Structure, highlighting those that would work specifically on this project	Enclosed Yes/No if No please give reasons	20%
Provide information on the qualifications and experience of those members of staff that would be engaged in delivering this project.	Enclosed Yes/No if No please give reasons	30%
Provide information of adequacy of resources continuity and quality	Enclosed Yes/No if No please give reasons	30%
Have you had a contract terminated prematurely during the last 3 years.	Enclosed Yes/No if Yes please give reason	10%
Have you had a contract renewal refused for failure to perform to the terms of contract during the last 3 years	Enclosed Yes/No if Yes please give reason	10%

5.0 PART D – SERVICE DELIVERY

Provide a brief method statement (no more than 2 sides of A4) illustrating how the service provider would propose to deliver the services required.	Enclosed Yes/No if No please give reason	30%
How would the project requirements be resourced?	Enclosed Yes/No if No please give reason	10%
Describe any previous experience working in the private & public sector on similar projects, providing references	Enclosed Yes/No if No please give reason	20%
How would you ensure effective communication with, and feedback to the client at various levels and stages of the report	Enclosed Yes/No if No please give reason	10%
Please identify the key issues and challenges in delivering this project within the required timeframe?	Enclosed Yes/No if No please give reason	20%
Do you propose to fulfil the delivery of this project within house or external resources	Enclosed Yes/No if No please give reason	10%

6.0 PART E – SUPPORT FACILITIES

Provide details of any supplementary skills to support those of the main disciplines and how these would add value	Enclosed Yes/No if No please give reasons	50%
Please details the procedures and controls you have in place for quality management	Enclosed Yes/No if No please give reasons	10%
Please list three example of similar projects in the tables on page 11	Enclosed Yes/No if No please give reasons	30%
Please give details of current workload	Enclosed Yes/No if No please give reasons	10%

Please provide details of three major recent private sector contracts that the Potential Provider (but not any envisaged supply chain member (sub-contractor)) has been awarded for the provision of requirements similar to those outlined in the requirement. Renewables East reserves the right to contact any or all of these companies for a reference and may wish to visit their premises. Potential providers should ensure that companies listed would be willing to provide a reference for them and be willing to discuss the Potential Provider's performance with Renewables East.

Customer name and address	Contact name, telephone number and email address	Date contract awarded plus, start and finish dates	Contract reference and brief description of requirements undertaken (and value of contract)	Names of supply chain members (sub contractors) and/ or consortium members and their role
1.				
2.				
3.				

Please provide details of three major recent contracts that the Potential Provider (but not any envisaged supply chain member (sub-contractor)) has been awarded by the public sector including but not limited to, central government departments, agencies, local authorities or NHS Trusts for the provision of requirements similar to those outlined in the requirement. Renewables East reserves the right to contact any or all of these organisations for a reference and may wish to visit their premises. Potential providers should ensure that organisations listed would be willing to provide a reference for them and be willing to discuss the Potential Provider's performance with the Renewables East.

Customer name and address	Contact name, telephone number and email address	Date contract awarded plus, start and finish dates	Contract reference and brief description of requirements undertaken (and value of contract)	Names of supply chain members (sub contractors) and/ or consortium members and their role
1.				
2.				
3.				

7.0 PART F – FINANCIAL DETAILS

Name and address of principal banker together with banker's reference.

Bank Name	
Address	
Town/City	
Postcode	

Accounts information — please provide a copy of the full report and audited accounts for the last 3 financial years. If the accounts you are submitting are for a year ended more than 10 months ago please also enclose the latest set of management accounts. *[The number of years of accounts asked for must relate to the requirement and the type of potential provider likely to be interested. For example 2 years may be more appropriate if primarily dealing with SMEs. Conversely if dealing with multi-nationals 4 or 5 years may be appropriate.]*

Profit and Loss Accounts	Enclosed Yes/No if No please give reasons
Balance Sheet	Enclosed Yes/No if No please give reasons
Full accompanying notes	Enclosed Yes/No if No please give reasons
Director's/Managing Partner's Report (if available)	Enclosed Yes/No if No please give reasons
Auditor's Report	Enclosed Yes/No if No please give reasons

Please supply the following information for the last 3 financial years:

	Amount (£K) 2005/2006	Amount (£K) 2006/2007	Amount (£K) 20007/2008
Overall turnover for last 3 year			
Operating Profit			
Current Assets			
Current Liabilities			
Long Term Liabilities			
Net Assets			

If the information you are submitting is for a financial year-end more than 10 months ago, please submit the latest available information or a statement signed by the Finance Director detailing any major changes in the current financial position since the date of the latest information provided.

Potential Providers who do not have 3 years of audited accounts should provide whatever audited accounts they may have. Newly formed Potential Providers should provide a statement of the Potential Provider's turnover, profit & loss account and cash flow for the most recent year of trading and / or a statement of the Potential Provider's cash flow forecast for the current year and a letter from the Potential Provider's bank outlining the current cash and credit position.

Current legal status of the (e.g. partnership, private limited company, etc.)

	Please (tick one box)	
Sole Trader	<input type="checkbox"/>	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	<input type="checkbox"/>
Public Company	<input type="checkbox"/>	<input type="checkbox"/>
Limited Company	<input type="checkbox"/>	<input type="checkbox"/>
Registered number	<input type="checkbox"/>	<input type="checkbox"/>
VAT	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>please state</i>)	<input type="checkbox"/>	<input type="checkbox"/>

Date and place of formation, registration under the Companies Act, please provide copies of Certificate of Incorporation and any changes of name, registered office and principal place of business.

Date of formation	<input type="text"/>
Place of formation	<input type="text"/>
Date of registration	<input type="text"/>
Registration number	<input type="text"/>
Certificates enclosed	YES / NO (<i>please delete</i>)

Is the Potential Provider a consortium joint venture or other arrangement? If so, and if it is available, please provide details of the constitution and percentage shareholdings.

Consortium	YES / NO <i>(please delete)</i>
<i>If yes please complete the table below</i>	

Organisation	Percentage shareholding

Insurances - Please provide evidence of the employers' liability, public liability insurance [and professional liability or indemnity] insurance held by the Potential Provider. The evidence should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.

Name of insurer	
Address	
Type of insurance	
Policy numbers	
Expiry date	
Limits of indemnity <i>(per occurrence and aggregate)</i>	
Excess <i>(if any)</i>	

8.0 PART G – ADDITIONAL INFORMATION

Registration with professional body

Evidence of registration with appropriate professional/trade body <i>Either insert required details or state 'None'</i>

Does the Potential Provider and/or any of its named supply chain members (sub-contractors) have any potential conflicts of interest that may arise if selected to deliver this project (as outlined in paragraph 1.3 [or Information Note])?

Potential conflicts of interest	YES / NO <i>(please delete)</i>
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Please provide a statement of any material pending or threatened litigation or other legal proceedings *(where not otherwise reported)* where the claim is of a value in excess of £XXXX *[by way of example, this value could be £50,000 or 20% of the contract value (whichever is greater)]*.

Disclosure of legal proceedings (300 words or fewer) <i>Either insert required details or state 'None'</i>

Please provide details of any Quality Assurance systems operated by the Potential Provider, both internally and externally through the supply chain.

QA Systems (300 words or fewer)

Health and Safety

Is it the policy of the Potential Provider and/or any of its named supply chain members to require its staff to receive training on health and safety?	YES / NO <i>(please delete)</i>
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Within the last five years, has the Potential Provider been subject to any prosecutions, infringement notices or other actions by the Health and Safety Executive or Environment Agency in respect of any breach or suspected breach by the Potential Provider of health and safety or environmental or equivalent legislation? If 'yes', please enclose full details here of the nature of the notice or action (etc.) and of any remedial steps subsequently taken by the Potential Provider.

Health and Safety Breaches <i>Either insert required details or state 'None'</i>

Equal Opportunities

<p>Does the Potential Provider have an equal opportunities and/or race relations policy? If 'yes', please enclose a copy</p>	<p>YES / NO <i>(please delete)</i></p>
<p>Does the Potential Provider and/or its named supply chain members (sub-contractors) require its staff to receive training on equal opportunities?</p>	<p>YES / NO <i>(please delete)</i></p>
<p>Is it the policy of the Potential Provider and/or its named supply chain members (sub-contractors) as employers to comply with their statutory obligations under the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Disability Discrimination Act 1995 and the Equality Act 2006?</p>	<p>YES / NO <i>(please delete)</i></p>
<p>In the last three years has any finding of unlawful discrimination in the employment field been made against the Potential Provider and/or its named supply chain members (sub-contractors) by the employment tribunal, the employment appeal tribunal, or any court or in comparable proceedings in any other jurisdiction?</p> <p>If the answer to the previous question is yes, what steps have been taken by the Potential Provider and/or its named supply chain members (subcontractors) as a result of that finding?</p>	<p>YES / NO <i>(please delete)</i></p>

Please provide details of any environmental management certification that the Potential Provider and any envisaged supply chain member (sub-contractor) or consortium member holds e.g. ISO 14001 or equivalent standard. Please include a copy of applicable certificates.

Do you operate a documented environmental management system?

If you do which of the following statements best describes it? (Please tick box)	
A) It has effective management processes and procedures to manage the significant environmental impacts of our business.	
B) It defines the significant environmental impacts of our business but only has plans for the introduction of effective management processes and procedures.	
C) It only identifies the environmental impacts of our business.	
D) None of the above.	

9.0 PART H — STATEMENT RELATING TO GOOD STANDING

STATEMENT RELATING TO GOOD STANDING — GROUNDS FOR OBLIGATORY EXCLUSION (IN ELIGIBILITY) AND CRITERIA FOR REJECTION OF CANDIDATES in accordance with Regulation 23 of the Public Contracts Regulations 2006 (as amended)

Biomass CHP Project

We confirm that, to the best of our knowledge, the Potential Provider is not in breach of the provisions of Regulation 23 of the Public Contracts Regulations 2006 (as amended) and in particular that:

Grounds for mandatory rejection (ineligibility)

The Potential Provider (or its directors or any other person who has powers of representation, decision or control of the named organisation) has not been convicted of any of the following offences:

- (a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);
- (b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);
- (c) the offence of bribery;
- (d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:
 - (i) the offence of cheating the Revenue;
 - (ii) the offence of conspiracy to defraud;
 - (iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;
 - (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985;
 - (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;
 - (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or
 - (vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;
- (e) money laundering within the meaning of the Money Laundering Regulations 2003; or

- (f) any other offence within the meaning of Article 45(1) of the Public Sector Directive.

Organisation's name	
Signed	
Position	
Date	

38 Discretionary grounds for rejection

The Potential Provider (or its directors or any other person who has powers of representation, decision or control of the named organisation) confirms that it:

- (a) being an individual is not bankrupt or has not had a receiving order or administration order or bankruptcy restrictions order made against him or has not made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or does not appear unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other state;
- (b) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has not passed a resolution or is not the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, nor had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is not the subject of similar procedures under the law of any other state;
- (c) has not been convicted of a criminal offence relating to the conduct of his business or profession;
- (d) has not committed an act of grave misconduct in the course of his business or profession;
- (e) has fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the organisation is established;
- (f) has fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;
- (g) is not guilty of serious misrepresentation in providing any information required of him under this regulation;

- (h) in relation to procedures for the award of a public services contract, is licensed in the relevant State in which he is established or is a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member.

Organisation's name	
Signed	
Position	
Date	

OVERVIEW

Contact Details	Any queries or questions relating to the questionnaire should be addressed to the contact detailed on page 4.
Purpose of PQQ	The PQQ is intended to provide sufficient information to make an assessment of the suitability of companies prior to consideration of the individuals for the next stage.
Questionnaire Structure	The PQQ has been structured so that capability and suitability of the bidder or consortia can be tested to encompass general capability/suitability, financial standing and technical ability.
Instructions for completions	<p>Please note that if a bid is to be submitted by a consortium, joint venture or other structure other than a single company, then each section may relate to one or more organisations and care should be taken to ensure that each organisation provides a completed response for the general sections and those that relate to their partners.</p> <p>If you don't comply fully with the instructions your score may be adjusted and you could be disqualified from bidding.</p>
Answering Questions Fully	It is important that you answer all questions as fully as possible. Your application may be prejudiced if relevant questions are not answered or if documents requested are not supplied. If necessary, please use additional sheets to answer the questions. When using supplemental sheets please use the numbering system of the PQQ for reference purposes. Please note that the completion of the PQQ does not automatically mean you will be short-listed to receive tender documentation.
Word & Document Limits	<p>Where word or page limits have been set, exceeding the limits of either the word and/or page limits, or the inclusion of additional documents not requested may disqualify the submission.</p> <p>Do not substitute your own type of document for our PQQ.</p> <p>Do not bind it with other documents.</p> <p>Word/Page Limits:</p>

	<p>Any additional information that must be enclosed as part of your Qualification should not exceed a maximum of 2 sides of A4.</p> <p>Any appendices used within your PQQ submission must only include certificates or relevant supporting documents that have been requested within the Financial, Equal Opportunity, Health & Safety, Environmental and Quality Systems. (NB Only submit your policies and not manuals)</p> <p>Please only submit the contents page of your QA manual. Any additional information that Manchester City Council (MCC) may require will be requested as and when required.</p>
Electronic Files	<p>Where electronic files are produced in response to the PQQ document, please use the following file naming convention: PQQ Tender Communication Strategy, Company Name</p> <p>Please ensure that each page when printed can be referenced back to the originating company:</p> <p>Headers: PQQ Tender Reference & Bidding Company Name Footers: File reference, Page no and total number of pages and date of the document.</p>

INSURANCE

Please fully complete each of the insurance details for this section, and provide electronic copies of the relevant insurance certificates.

Employers Liability Insurance.

Public liability (third party) insurance.

Professional Indemnity insurance.

Details of any other insurance that you may be required by law to hold, or optional insurances e.g. Professional Indemnity that is relevant to this application.

- *Where appropriate set objectives and targets to promote continuous improvement, measurement and reporting of our environmental performance;*
- *Audit and review environmental performance and the effectiveness of the environmental system;*
- *Train and educate all employees in respect of our environmental policies, objectives and responsibilities and encourage the contribution every employee can make towards improving environmental performance;*
- *Work with our contractors and suppliers to help them improve their environmental performance and encourage that when working in Manchester they adopt equivalent environmental standards.*

All [company name] employees, clients, suppliers, subcontractors have been made aware of this Policy Statement.

QUALITY AND EXPERIENCE

The questions set out in this section of the PQQ are designed to assess the candidates' ability to provide the services required, within the context of the criteria prescribed by the Public Contracts Regulations, 2006 ("the Regulations"). Candidates should note that failure to achieve 50% of the available points for any one quality criterion, or an overall aggregate quality point score of 66% will bar the Candidate from further consideration. The Council and its advisers will treat all PQQ submissions on a confidential basis.

Please answer each of the questions in full as per the instructions on the PQQ document. Responses to questions that are referenced to specific commissions will be considered more highly. Any commission or project referenced should also provide sufficient detail to allow the Council to confirm the authenticity of that reference.

As part of the quality and experience of the candidates we are looking for demonstration of the following criteria:

- Case Studies: Evidence of, experience of, and expertise in the contract for which your company is to prequalification for.
- Details of the structure, roles and relationships of the Team/s that were used to deliver the projects used within your 3 example projects/schemes.
- Establishing what is required: the process that is used to ascertain and establish the scope of a commission.
- Commission Delivery: the process for ensuring and managing confirmation that the project / commission have achieved its objectives.
- Knowledge Management: a formalised method of capturing and disseminating knowledge?
- Skills transfer: What does this mean to consulting companies and how is this process undertaken?
- Service Delivery: Determining the right person for the job.
- Areas for Development: Business areas in need of development?
- Staff Turnover: Indications of staff retention levels
- Grade Tables: Disciplines and grades of your consultants.