

# Appendix A

# Lot 1 – Lot 2: Property Consultancy - Pass / Fail

**Please include with you submission**

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| --- | --- | --- | --- | --- |
| **Supplier Name** | |  | | |
| **Contract number** | | **UWTSD2526/231** | | |
| **Pre-Qualification** | | | |  |
|  | **Insurance Requirements**  Bidders for both Lot 1 and Lot 2 must confirm they can provide the following insurance cover prior to award:   * Employer's (Compulsory) Liability Insurance: £10 million or as required by law * Professional Indemnity Insurance: £1 million * Public Liability Insurance: £5 million   At the time of call-off, the Academic Partner may request higher insurance cover if the size or nature of the project requires it.  **Fail Criteria.**  The bidder fails to confirm that they currently hold or will obtain the required insurance cover prior to contract award. | | | **Pass / Fail** |
| **Tick to confirm you meet this requirement.** | |  |
| **PQ2** | **Accounts**  Two years of audited accounts, including profit and loss statements (or equivalent), **via a share code or downloadable file from the Central Digital Platform (Accounts)**. The code can be provided with your submission.  If audited accounts are not available (e.g. for a newly established business), a letter from the bidder’s bank confirming its willingness to support the organisation for the duration of the Framework Agreement must be submitted.  **Fail Criteria:** The bidder fails to submit acceptable financial information via the Central Digital Platform or fails to provide a valid bank letter (where applicable). | | | **Pass / Fail** |
| **Tick to confirm you meet this requirement.** | |  |
| **PQ3** | **Qualifications**  For both **Lot 1 and Lot 2**, the Contractor/Consultant must have a sufficient number of appropriately qualified staff to carry out the required services in line with relevant legislation and professional codes of practice.  Project leads and lead technical staff must be members of an appropriate professional body e.g. RICS, RIBA, RTPI, CIOB, CIPSE, ICE  **Fail Criteria.**  The bidder fails to demonstrate membership of relevant professional bodies for key personnel, or does not provide evidence of sufficient qualified staffing. | | | **Pass / Fail** |
| **Tick to confirm you meet this requirement.** | |  |
| **PQ4** | **Supplier Sustainability Action Plan**  Bidders who are awarded a contract will be required to commit to signing up to the NET positives tool within 6 months of contract award. | | | **Info Only** |
| **Tick to confirm commitment to complete** | |  |