Title: Specialist support to develop the Strategic Development Plan (SDP) Evidence Base for the North Wales Corporate Joint Committee

Evidence tasks 1 & 2

Reference: CJC-SDP-SS-AR01

**Pre-Qualification Questionnaire (PQQ)**

**Applicant Information:**

The standard Pre-Qualifying Questionnaire is a self-declaration, made by you (the potential supplier), that you meet the requirements to be considered for shortlisting. The **declaration and its contents will become part of the terms and conditions for approval for the next stage of the process.**

You will need to answer all questions and attach any requested documentation or supporting information.

All questions must be answered.

To avoid confusion please repeat information in the event that the answer is similar to another rather than referring to an earlier answer.

**Consequences of misrepresentation:**

If you seriously misrepresent any factual information in filling in the Pre-Qualifying Questionnaire, there may be significant consequences. You may be excluded from the procedure and will not be eligible to be considered for any other part of the process.

**Scoring Methodology:**

Information Only Questions – These sections must be completed but will be used for information purposes only and will not be scored.

Pass/Fail Questions – In the event of the submission being awarded a ‘fail’ on any of the pass/fail criteria, further information may be requested.

**Notes for completion:**

2. “You” / “Your” refers to the applicant completing this PQQ i.e. the legal entity responsible for the information provided.

3.Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.

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| **Contact Information** | | | |
| **This section is for INFORMATION PURPOSES ONLY and will not be scored as part of the evaluation process. Please note, however, that you must complete ALL questions set out within this section.** | | | |
| **QUESTION** | | **GUIDANCE** | **SUPPLIER RESPONSE** |
| 1 | Name of person, position (job title) and contact details of  person applying on behalf of organisation / company / partnership | Please provide details of the person to whom all queries relating to this submission are to be addressed |  |
| 2 | Name of company making application  **For partnership / consortium submissions this should be the 'lead' organisation that is acting on behalf of the consortium** | Please provide the name of the organisation making the application |  |
| 3 | Correspondence address for your organisation detailed at 2 | Please provide the address for your organisation |  |
| 4 | Company registered address for your organisation (if different to 3) | Please provide the registered address for your organisation if different to that in the previous question |  |
| 5 | Contact details for use on website / publications etc | Please provide contact details that will be used for suppliers / our website |  |
| 6 | Link to organisation website | Please provide a link to the registered website for your organisation |  |

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| **Economic and Financial Standing** | | | |
| **Ambition North Wales (and/or a third party) will evaluate the financial stability of organisations using the procedure detailed in the evaluation methodology; including undertaking a credit check / credit checks using Dun & Bradstreet (D&B)**  **Please note: It is the Provider’s responsibility to check the D&B rating for their own organisation PRIOR to submitting their PQQ / ITT submission. If the Provider has any issues or disagrees with the score allocated by D&B, they should contact D&B directly to discuss the matter.**  **If Ambition North Wales is of the opinion that the provider is not sufficiently financially robust, the provider will be notified and given the chance to provide additional information. If the information is still not robust enough, the provider would fail.** | | | |
| 7 | Is your organisation registered for VAT? | This information is for verification only | Y/N |
| 8 | If so, please provide VAT registration number(s). | This information is for verification only, but the Ambition North Wales may exclude you if you provide incorrect information. |  |
| 9 | Provide your 9-digit Dun & Bradstreet (D-U-N-S) registration number. | You must either have a D-U-N-S number or have requested a D-U-N-S number in order to be considered for the next stage.  If a D-U-N-S number is not able to be obtained or provided to us, then we may ask you for additional information in order to compensate, such as a link to your financial accounts for the last two years of trading. |  |
| 10 | Is your organisation involved in, or considering, any take-over or merger discussions (either your organisation plans to take-over or be taken over / merged with another)?  If yes, please provide a summary of the stage of discussions and intentions. | This answer will be used by Ambition North Wales to understand your organisation in greater detail. |  |
| 11 | Is there any business, organisation or person who has, or may have, any right(s) of veto over your organisations’ decision making whether operational or financial? If yes, please provide details of these rights and how they may affect delivery of this project |  |  |

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| **Insurance Requirements** | | | | |
| **INSURANCES - It is expected that all applicants (including all consortium members) shall have or be prepared to obtain relevant levels of insurance as deemed necessary to cover any liability of the contractor or any sub-contractor under any contract arising from this opportunity.**  **Such insurances should have a minimum indemnity level of:**   * ***£1,000,000 (One million pounds) in respect of Public Liability in respect of any one claim.*** * ***£1,000,000 (One million pounds) in respect of Employers Liability in respect of any one claim;*** | | | | |
| 12 | If you do not currently have the necessary insurance indemnity levels required (as detailed above) is your organisation prepared to give an undertaking that you will meet the required indemnity levels prior to the commencement of any contract / agreement that may arise from this opportunity. | You may be expected to produce documentary evidence prior to approval. | | Y/N |
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| **Legislation** | | | | |
| **Ambition North Wales must remain compliant with all current and relevant legislation and ensure any of its partner and suppliers must also comply.** | | | | |
| 13 | Has your organisation, been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? | Your submission will not be considered if you have been convicted or served notice under environmental legislation in the last three years unless you provide adequate evidence of action taken to stop similar incidences from happening again. | Y/N | |
| 14 | **Have any of the following circumstances applied to your organisation (or any consortium member) in the last 3 years? This shall include the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 or equivalent.** | | | |
| A finding of unlawful discrimination by an Employment Tribunal, an Employment Appeal Tribunal or any other court or tribunal (or in comparable proceedings in jurisdiction other than the UK). | Your submission will not be considered if you have been found to have unlawfully discriminated in the last three years, unless you have provided adequate evidence that you have taken appropriate action to resolve any judgement and prevent future incidences. | Y/N | |
| Following formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in a jurisdiction other than the UK), a complaint of unlawful discrimination has been upheld. | Y/N | |
| A finding of unlawful discrimination against anyone with protected characteristics has been made against your organisation (or any consortium member(s)) by any civil or criminal court (or a comparable body in a jurisdiction other than the UK). | Y/N | |
| 15 | Do you undertake to comply with:   * Welsh Language (Wales) Measure 2011 * Welsh Language Standards set within Section 4 of the Measure, * Schedule 5 of the Welsh Language Commissioner’s advice document “Contracting Out Public Services Contracts” and   Welsh language policies held by the Commissioner(s). | Providers must be committed to working with all partners including Ambition North Wales and any partners of Ambition North Wales to comply with the Welsh Language requirements so far as it affects the services subject to this process. | Y/N | |
| 16 | **Please confirm that within the past 5 years your organisation or any person who has powers of representation, decision, or control within the organisation, has not been convicted anywhere in the world of the offences listed below:** | | | |
| Corruption |  | Y/N | |
| Fraud |  | Y/N | |
| Terrorist offences or links to terrorist activity |  | Y/N | |
| Money laundering or terrorist financing |  | Y/N | |
| Child labour or any form of trafficking human beings |  | Y/N | |
| Participation in a criminal organisation |  | Y/N | |
| Breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? |  | Y/N | |
| Been in receipt of enforcement / remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? |  | Y/N | |
| Been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? |  | Y/N | |
| Been subject to a HMRC (Her Majesty's Revenue & Customs) inspection regarding national minimum / living wage compliance. |  | Y/N | |
| Been an order to make back pay or pay any fines. Please detail the amount(s) paid and date(s) this was / these were paid in the text box. |  | Y/N | |
| 17 | Does your organization (including consortium members) have an Equality or Equal Opportunities Policy that makes explicit reference to the Equality Act 2010 and the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011? |  | Y/N | |
| 18 | Has your organisation, had a contract cancelled, or not renewed, for breach of contract or failure to meet requirements within the last three years? | Ambition North Wales may use this information to obtain further information / references from the commissioner/s | Y/N | |
| 19 | Have you, had to pay any damages (whether liquidated or unliquidated) for a failure to complete a contract on time or to requirements in the last three years? |  | Y/N | |
| 20 | Is your organisation, currently subject to a complaint or an action or improvement plan, |  | Y/N | |
| 21 | Has your organisation (or its directors or any other person who has powers of representation, decision, or control of such organisation) been convicted of the offence of bribery within the meaning of Section 1 or 6 of the Bribery Act 2010. | Ambition North Wales may not approve your organisation for any further stages of the process if they have been found guilty of an offence under the Bribery Act. 123 | Y/N | |

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| **Declaration Confirmation** | | | |
| **Applicants must meet the minimum requirements outlined below in order to be considered for approval.**  **Please answer all questions.**  **Failure to provide the required response to any question may result in being eliminated from the process. In the event that the requested confirmation is not supplied, a "Fail" mark will be awarded.** | | | |
| 22 | I / We declare that to the best of my / our knowledge the answers provided in this submission are correct.  I / We understand that the information will be used in the process to assess my / our organisation's suitability to be invited to the next stage  *I / we understand that Ambition North Wales may reject this submission if there is a failure to answer all relevant questions fully or if I / we provide false / misleading information.* | In the event that confirmation is not given, a "Fail" mark will be awarded for this question. | Y/N |
| 23 | Are you or your consortium members (if applicable) related or connected to any elected officials of the local authorities Ambition North Wales or any officers at Ambition North Wales? | Ambition North Wales may not select an application for shortlisting without first having taken steps to avoid the perception of a conflict of interest.  NOTE: In the event that you fail to declare a potential conflict of interest, Ambition North Wales may deem your submission unacceptable and prevent inclusion any further into the process..  If you are bidding as, or on behalf of, a consortium, you should check whether any potential conflicts of interest exist with any members of the consortium. | Y/N |
| 24 | If you answered ‘Connected or Related’ to question 35, please provide details. |  |  |
| 25 | I / we declare that my / our company will notify the Ambition North Wales immediately it becomes aware of any actual or potential conflict of interest which may arise between the interests of the Ambition North Wales and my / our company or any of our clients and that my / our company will take immediate steps to remove the cause of any such conflict to the complete satisfaction of Ambition North Wales |  | Y/N |
| 26 | I / We certify that I / we have full power and authority to enter into any Agreement, and to provide confirmation that I / we have read the information provided in the background document and, subject to and upon the terms and conditions contained therein, I / we offer to supply the Services described in the specification contained within the said tender documents in such manner as may be required. | This does not refer to any agreement entered into outside of Ambition North Wales. | Y/N |
| 27 | I / We agree to bear all costs incurred by me / us in connection with the preparation and submission of this documentation and to bear any further costs incurred by me / us within this process. | Confirmation required | Y/N |
| 28 | I / we understand to keep information confidential during the application process, as well as any further enquiries during the process, and any information prior to the formal announcements are made by Ambition North Wales | Confirmation required | Y/N |
| 29 | Please specify any items within your submission that you / your organisation / consortium members consider to be confidential under Freedom of Information (FOI). | Providers are requested to confirm if anything in their bid is considered as confidential. | Y/N |
| 30 | Confirmation that the Provider has read, understood, and agrees to abide by the Freedom of Information Act Declaration. | Confirmation required | Y/N |

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| This is your agreement to abide by your Submission and Background Information Documentation | | |
| Applicant (as question 1): | | |
| I declare that to the best of my / our knowledge the answers provided in this submission are correct.  I hereby submit this request for approval to Ambition North Wales on behalf of the above-named applicant organisation and confirm that I have the necessary authority to do so. | | |
| Signed: | Name: | Dated: |
| Full name (Printed): | | |
| Position: | | |
| Company name: | | |