**PRE-QUALIFICATION QUESTIONNAIRE**

**Provision of Consultancy**

**for**

**London Ventures Support Services**

To be returned by 5pm on 25th January 2016 to the address supplied

OJEU Reference Number: 2015/S 248-450637

**Version FINAL 2**

**23 December 2015**

**1. INTRODUCTION**

* 1. London Councils (LC) is seeking to collaborate with a commercial partner to deliver the London Ventures (LV) programme of bringing innovative projects to the public sector.
	2. London Councils represents London’s local authorities (LLA), comprising the 32 borough councils and the City of London. It is a cross-party organisation that works on behalf of all of its member authorities regardless of political persuasion. It acts as a catalyst for developing new policy programmes, spreading good practice amongst its members and providing a range of valuable central pan-London services.
	3. Capital Ambition (CA) was originally established as London’s Regional Improvement and Efficiency Partnership (RIEP) and is a formal part of London Councils. It was formed in April 2008 by bringing together the London Centre of Excellence, London Connects, the Improvement and Employment Division of London Councils and London’s Improvement Partnership. The Capital Ambition Board (CAB) is the member-led committee that oversees the Capital Ambition programme. It is also the decision-making board for the London Ventures Programme, and provides direction for the LV Programme and makes the final decision as to which products and services are approved for inclusion in the programme.
	4. The Capital Ambition Board selected a model for the development of the LV Programme based upon private-sector input. The private sector role that was out-sourced is the brokerage /facilitator/catalyst role, whose task was to bring innovative projects from the private and third sectors, attracted by the scale of LLA to work cross organisation and cross sector; reduce cost; achieve better outcomes for Londoners; and, achieve increased investment in public services. This role has been undertaken by consultants for the last three years, but as their contract is coming to a conclusion in the Spring of 2016, LC wishes to re-tender the contract for this role, in order to continue supporting the LV initiative going forward.
	5. For further details, candidates should refer to the draft Service Specification document, which will be published on the LC website shortly after the publication of the PQQ document.
1. **Purpose of this Pre-Qualification Questionnaire**
	1. London Councils require services that are reliable, accurate and cost effective and can be delivered to tight time scales. Consequently we will use the information disclosed in this questionnaire as a means to short-listing organisations that bid to deliver our contracts. Any subsequent Invitation To Participate in Competitive Dialogue will be issued to candidates on the shortlist derived from the evaluation of the information supplied in response to this questionnaire. Suppliers should note; however, that the mere provision of this information does not imply any acceptance by London Councils as to your financial stability, technical competence or ability in anyway to carry out the specified service or supply of goods.
	2. No information contained in this Pre-Qualification Questionnaire (PQQ) or in any communication made between London Councils and any Supplier 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. London Councils 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 London Councils incur any liability in respect of this PQQ or any supporting documentation.
	3. Direct or indirect canvassing of any London Councils Elected Officers, Employees or agent by any Supplier 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 Supplier from consideration for this requirement.
	4. All answers to the questionnaire must be given in English. If any supporting documents are originally written in a language other than English, copies of the documents translated into English must also be sent by the contractor.
	5. For the purposes of this questionnaire, the term “organisation” includes the firm, sole proprietor, partnership, incorporated company, co-operative, industrial and provident society, or any other appropriate body on behalf of which the application is being made.
	6. Applicants should answer the questions specifically for their organisation, and not, if the organisation forms part of a larger group, for the group unless the question specifically states otherwise.
	7. Any questions should be addressed in writing to:

Thomas Man, Head of Capital Ambition, and sent to the following address:

London Councils

59½ Southwark Street

London

SE1 0AL

E-mail: tenders@londoncouncils.gov.uk

* 1. This PQQ sets out the information which is required by London Councils in order to assess the suitability of Suppliers in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirements of the services to be contracted. At the conclusion of the PQQ stage, the intention is to arrive at a short list of qualified Suppliers which will be issued with a formal Invitation To Participate in a Competitive Dialogue (ITPCD) document. It is antipicipated that up to six potential Suppliers will be shortlisted, however London Councils at its sole discretion reserves its right to shortlist less suppliers if deemed appropriate, and therefore this shortlist be will comprise of the highest scoring PQQ responses.
1. **Structure of the Pre-Qualification Questionnaire**
	1. ***Responses to Questions***

If questions cannot be answered fully, please provide relevant explanation and details. Applicants should answer all the questions in the space provided. If there is insufficient space please continue your response on separate sheets, these should clearly identify the question(s) to which they relate. Applicants should address their answers to this specific contract and should not include general marketing or promotional material. The PQQ and all documentation submitted as evidence with the PQQ must be presented in one hard, paper copy to arrive by the Due Date. In addition, suppliers must also provide an electronic copy of their submission via email in PDF and Microsoft Word formats to tenders@londoncouncils.gov.uk. Please note that this electronic copy of the response is in addition to and not instead of the hard copy of the response.

* 1. ***The Term & Requirements***

The contract term will be for a period of three years. If performance is satisfactory there may be an option to extend the contract for a further four years, in periods of up to two years each, subject to Committee appproval and London Councils’ sole discretion.

There are a number of key requirements in this contract, information on which is available in the draft Service Specification.

* 1. ***Outline Timetable***

Set out below is the proposed procurement timetable. This is intended as a guide and while London Councils does not intend to depart from the timetable, it reserves the right to do so at any stage.

|  |  |
| --- | --- |
| **Action** | **Target Date**  |
| Send Contract Notice to OJEU | 18 December 2015 |
| Pre-Qualification Questionnaire (PQQ) available on London Councils’ website | 22 December 2015 |
| Deadline for Bidder's to register their interest (email to admin address indicating intention to participate) | 22 January 2016 |
| Deadline for completion & return of Pre-Qualification Questionnaire | 25 January 2016 |
| Evaluate PQQ responses & select participants (shortlist) | 26 January - 12 February 2016 |
| London Councils approves shortlist | 12 February 2016 |
| Commencement of Competitive Dialogue stage | 15 February 2016 |
| Issue Invitation to Participate in Dialogue to selected participants & invite Initial Proposals | 15 February 2016 |
| Initial Proposal submission date | 7 March 2016 |
| Evaluation of Initial Proposals | 7 March – 11 March 2016 |
| Deadline for Bidder’s Questions relating to Conditions of Contract and Invitation to Participate in Dialogue | 14 March 2016 |
| Meetings/Discussions with bidders | 14 March - 24 March 2016 |
| Publication on LC website of final responses to Bidders’ questions | 24 March 2016 |
| Presentations | 29 March - 1 April 2016  |
| Negotiations with suppliers | 5 April – 22 April 2016 |
| End of Competitive Dialogue stage | 22 April 2016 |
| Invite Final Tenders (\*with bidders written consent to a shortened response-time for return of tenders) | 25 April 2016 |
| Submission of Final Tenders | 9 May 2016 |
| Evaluation of Tenders complete | 23 May 2016 |
| LC selection of preferred bidder | 6 June 2016 |
| Commencement of mandatory standstill period - notify successful and unsuccessful bidders | 20 June 2016 |
| Completion of standstill period - confirm successful bidder | 1 July 2016 |
| Award of Contract and finalisation of contract details  | 4 July 2016 |
| Contract commencement (subject to any challenges) | 18 July 2016 |

* 1. ***Additional Information***

Recipients are requested to register their interest in the contract by sending an email indicating such interest to: tenders@londoncouncils.gov.uk; by 17:00 on 22 January 2016.

Recipients are invited to complete the following Pre-Qualification Questionnaire and to submit it, together with the relevant supporting information, no later than 17:00 on 25 January 2016.(“the Due Date”).

Questions related to this PQQ and the associated anonomised answers will be published on London Councils website. No questions regarding the PQQ received after the Due Date will be answered.

This PQQ is being provided on the same basis to all Suppliers that express an interest in this opportunity. 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 Supplier is not invited to participate further in the procurement.

Applicants should note that failure to disclose information or the provision of false or misleading information could result in legal action being taken by London Councils. London Councils expressly reserves the right to require a Supplier to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this PQQ.

London Councils will not reimburse any costs incurred by Suppliers in connection with preparation of their responses to this PQQ.

* 1. ***Freedom of Information***

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

If a Supplier 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.

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

Suppliers should also note that the receipt of any material marked ‘confidential’ or equivalent by London Councils should not be taken to mean that the London Councils accepts any duty of confidence by virtue of that marking.

* 1. ***Instructions for Completion***

Suppliers 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 Supplier’s organisation, this should be indicated, with an explanation. All answers should be clearly cross-referenced to the PQQ.

* 1. ***Submission of completed Pre-Qualification Questionnaires***

**One (1) paper copy** and electronic copies (one in PDF and one in Microsoft Word formats) by email of the completed response to the questionnaire and any supporting documents must be returned by 17:00 on the Due Date to:

Frank Smith, Director, Corporate Resources

London Councils

59½ Southwark Street

London

SE1 0AL

E-mail: tenders@londoncouncils.gov.uk

Please note and follow these instructions carefully as we reserve the right to disqualify any potential supplier who has not provided their PQQ submission in the prescribed manner and at the prescribed time.

* 1. ***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 London Councils 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.

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

* 1. ***Queries about the Procurement Process***

The Authority will not enter into detailed discussion of the requirements at this stage. Any questions about the procurement process should be submitted in writing via email to: tenders@londoncouncils.gov.uk, marked “FAO Thomas Man”.

If London Councils considers any question or request for clarification to be of material significance, both the question and the response will be available, in a suitably anonymous form, on the London Councils’ website.

All responses received and any communication from Suppliers will be treated in confidence but will be subject to paragraph 3.4 above.

* 1. ***Supplier Contact Point***

Suppliers are asked to include a single point of contact in their organisation for their response to the PQQ. London Councils will not be responsible for contacting the Supplier through any route other than the nominated contact. The Supplier must therefore undertake to notify London Councils of any changes relating to the contact promptly.

* 1. ***Evaluation Process***

**Stage 1 – Questionnaire return**

Any PQQ response that is received at the designated point after the Due Date may result in the disqualification of the Supplier and therefore that Supplier shall not be considered for evaluation.

**Stage 2– Checking of responses**

All responses will be checked to ensure that all Yes/No questions have been addressed, that all documents requested have been attached and all information questions have been answered. In the event that a Supplier has not provided a response to any of the questions, or a detailed reason as to why a response cannot be given, London Councils may either exclude the Supplier from further participation in the selection process or, at its discretion, may seek clarification. In the case of the latter, a failure by the Supplier to provide a satisfactory response within the deadline specified in the request for clarification may result in its disqualification from the selection process.

PQQ Part 8(Declaration) will be checked for signatures.

**Stage 3 – Individual Supplier Response Evaluations**

* **Part 1 (Supplier Information)** will not be scored but MUST be completed (this forms part of the Stage 2 check).
* **Parts 2 to 4 (Mandatory & Discretionary Exclusions)** will not be scored but MUST be completed (this forms part of the Stage 2 check). Should there be any indications that there are reasons to doubt the good standing of any potential supplier then the Supplier may be excluded from the PQQ process. Where there is any doubt concerning a Supplier’s eligibility to qualify legal opinion will be sought and the PQQ treated as incomplete until confirmation of eligibility has been secured.
* **Part 5 (Economic and Financial Standing)** will be assessed to see if the financial position of the Supplier will present the Authority with potential financial risks. This will account for 30% of the overall score. Should there be any indications that the Supplier presents a major financial risk then the Supplier may be excluded from the PQQ process.
* **Part 6 (Technical & Professional Abiity - References)** will account for 20% of the overall score.
* **Part 7 A (Project specific questions to assess Technical and Professional Ability)** will account for 50% of the overall score.
* **Part 7 B (Insurance)**
* **Part 7 C (Compliance with Equality Legislation)**
* **Part 7 D (Environmental Management**
* **Part 7 E (Health & Safety)**

NB. Parts 7B-E will not be scored but MUST be completed (this forms part of the Stage 2 check).

* **Part 8 (Declaration)** will not be scored but MUST be completed (this forms part of the Stage 2 check).

Appendix A contains the Draft Service Specification (published separately) and Appendix B covers the PQQ questions pro forma which should be completed by the candidates.

* 1. ***Scoring Methodology***

This table below summarises the scoring percentages for each part of the PQQ and reflects the percentages shown under Stage 3 above.

|  |  |  |
| --- | --- | --- |
| **PQQ****reference** | **Information requested** | **% Weightings** |
| Part 1 | Supplier Information  | Not scored but must be completed |
| Part 2 | Mandatory Exclusions | Not scored but must be completed |
| Part 3 | Discretionary Exclusions Part 1 | Not scored but must be completed |
| Part 4 | Discretionary Exclusions Part 2 | Not scored but must be completed |
| Part 5 | Economic & Financial Standing | 30% |
| Part 6 | Technical & Professional Ability | 20% |
| Part 7 A | Project specific questions to assess Technical and Professional Ability | 50% |
| Part 7 B | Insurance | Not scored but must be completed |
| Part 7 C | Compliance with equality legistlation | Not scored but must be completed |
| Part 7 D | Environmental Management | Not scored but must be completed |
| Part 7 E | Health & Safety | Not scored but must be completed |
| Part 8 | Declaration  | Not scored but must be completed |

The questions for Parts 5 and 6 will be scored on a range of points, between 0 and 4. Points will be awarded for responses to these questions as follows:

1. Supplier has not attempted to respond to this question (0 marks)
2. Supplier has provided a weak answer and has miminal knowledge, experience and capacity (1 mark)
3. Supplier has included some relevant information and has a partial, though not full knowledge, experience and capacity (2 marks)
4. Supplier has a comprehensive knowledge, experience and capacity, has included relevant information which provided a good detailed answer (3 marks)
5. Supplier has an outstanding knowledge, experience and capacity, has included all relevant information (4 marks)

The project specific questions to assess Technical and Professional Ability will be scored on a range of points, between 0 and 6, with a demonstration of proven knowledge, experience and capacity is awarded higher marks.

The split as follows:

1. Supplier has not attempted to respond to this question or the question seeks information only and has no marks (0 marks)
2. Supplier has provided a weak answer and has miminal knowledge, experience and capacty (1 mark)
3. Supplier has included some relevant information and has a partial, though not full knowledge, experience and capacity (2 marks)
4. Supplier has a comprehensive knowledge, experience and capacity, has included relevant information which provided a good detailed answer (4 marks)
5. Supplier has an outstanding knowledge, experience and capacity, has included all relevant information (6 marks)

See the technical capability & experience score matrix within Appendix B for the detailed scoring and weighting (NB. There are no 3 marks or 5 marks awarded).

Sections 1–4 and 7–8 must be completed or else the resonse will not be considered.

**APPENDIX B**

**Standardised Pre-Qualification Questionnaire (PQQ)**

**Notes for completion**

1. The “Authority” means the public sector contracting Authority, or anyone acting on behalf of the contracting Authority, that is seeking to invite suitable Suppliers to participate in this procurement process.

2. “You”/ “Your” or “Supplier” means the body completing these questions **i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided.** The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

3. This Pre-Qualification Questionnaire (PQQ) has been designed to assess the suitability of a Supplier to deliver the Authority’s contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.

4. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.

**Verification of Information Provided**

7. Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions in section 7 of this PQQ relating to Technical and Professional Ability) the Authority may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

**Sub-contracting arrangements**

8. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

9. The Authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the Authority immediately of any change in the proposed sub-contractor arrangements. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

**Consortia arrangements**

10. If the Supplier completing this PQQ is doing so as part of a proposed consortium, the following information must be provided;

* names of all consortium members;
* the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
* if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

11. Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the contract.

12. All members of the consortium will be required to provide the information required in all sections of the PQQ as part of a single composite response to the Authority i.e. each member of the consortium is required to complete the form.

13. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

14. The Authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the Authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

**Confidentiality**

15. When providing details of contracts in answering section 6 of this PQQ (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

16. The Authority reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

17. The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations.

## 1 - Supplier information

|  |  |
| --- | --- |
| **1.1 Supplier details** | **Answer** |
| Full name of the Supplier completing the PQQ  |  |
| Registered company address |  |
| Registered company number |  |
| Registered charity number |  |
| Registered VAT number |  |
| Name of immediate parent company |  |
| Name of ultimate parent company |  |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company  |  ▢ Yes |
| ii) a limited company |  ▢ Yes |
| iii) a limited liability partnership | ▢ Yes |
| iv) other partnership | ▢ Yes |
| v) sole trader | ▢ Yes |
| vi) other (please specify) | ▢ Yes |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i) Voluntary, Community and Social Enterprise (VCSE) | ▢ Yes |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-2) | ▢ Yes |
| iii) Sheltered workshop | ▢ Yes |
| iv) Public service mutual | ▢ Yes |
| **1.2 Bidding model** |  |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** |  |
| a)      Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | ▢ Yes |  |
| b)      Bidding as a Prime Contractor and will use third parties to deliver some of the servicesIf yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | ▢ Yes |  |
| c)       Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the servicesIf yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | ▢ Yes |  |
| d)      Bidding as a consortium but not proposing to create a new legal entity. If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created. Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | ▢ Yes**Consortium members****Lead member** |  |
| e)      Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV). If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix. |  ▢ Yes**Consortium members****Current lead member****Name of Special Purpose Vehicle** |  |

|  |
| --- |
| **1.3 Contact details** |
| Supplier contact details for enquiries about this PQQ |
| Name |  |
| Postal address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

|  |
| --- |
| **1.4 Licensing and registration (please mark ‘X’ in the relevant box)** |
| 1.4.1 | Registration with a professional bodyIf applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state). | ▢ Yes▢ NoIf Yes, please provide the registration number in this box. |
| 1.4.2 | Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? | ▢ Yes▢ NoIf Yes, please provide additional details within this box of what is required and confirmation that you have complied with this. |

**2 - Grounds for mandatory exclusion**

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the Authority for advice before completing this form.

|  |  |
| --- | --- |
| **2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box.** |
| **Yes** | **No** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;
 |  |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;
 |  |  |
| 1. the common law offence of bribery;
 |  |  |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;
 |  |  |
| 1. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:
 |  |  |
| (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, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |  |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |  |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |  |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |  |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |  |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; |  |  |
| 1. any offence listed—
 |  |  |
| (i) in section 41 of the Counter Terrorism Act 2008; or |  |  |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);
 |  |  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;
 |  |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;
 |  |  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
 |  |  |
| 1. an offence under section 59A of the Sexual Offences Act 2003;
 |  |  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009
 |  |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or
 |  |  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive—
 |  |  |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or |  |  |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |  |
| **Non-payment of taxes****2.2 Has it 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?**If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? |  |  |

## 3. Grounds for discretionary exclusion – Part 1

The Authority may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (i);

|  |  |
| --- | --- |
| **3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | **Please indicate your answer by marking ‘X’ in the relevant box.** |
| **Yes** | **No** |
| 1. your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;
 |  |  |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;
 |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable;
 |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition;
 |  |  |
| 1. your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;
 |  |  |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;
 |  |  |
| 1. your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;
 |  |  |
| 1. your organisation—

(i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or(ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or |  |  |
| (i) your organisation has undertaken to |  |  |
| (a) unduly influence the decision-making process of the contracting Authority, or |  |  |
| (b) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  |
|  (j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

**Conflicts of interest**

In accordance with question 3.1 (e), the Authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.

**Taking Account of Bidder’s Past Performance**

In accordance with question (g), the Authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The Authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. The Authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the Authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

**‘Self-cleaning’**

Any Supplier that answers ‘Yes’ to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

If such evidence is considered by the Authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has:

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

## 4. Grounds for discretionary exclusion – Part 2

The Authority reserves the right to use its discretion to exclude a Supplier where it can demonstrate the Supplier’s non-payment of taxes/social security contributions where no binding legal decision has been taken.

Please note that Section 4 relating to tax compliance only applies where the Authority has indicated that the contract is over £5 million in value, and the Authority is a Central Government Department (including their Executive Agencies and Non-Departmental Public Bodies).

“Occasion of Tax Non-Compliance” means:

1. any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 is found to be incorrect as a result of:
	* + 1. a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
			2. the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or
2. the Supplier’s tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a penalty for civil fraud or evasion

|  |
| --- |
| From 1 April 2013 onwards, have any of your company’s tax returns submitted on or after 1 October 2012; (Please indicate your answer by marking ‘X’ in the relevant box). |
| 4.1 | Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; | ▢ Yes▢ No  |
| 4.2 | Been found to be incorrect as a result of:* + - HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or
		- A Tax Authority in a jurisdiction in which the legal entity is established successfully challenging it  under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the “Halifax” abuse principle; or
		- the failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established.
 | ▢ Yes▢ No  |
| If answering “Yes” to either 4.1 or 4.2 above, the Supplier may provide details of any mitigating factors that it considers relevant and that it wishes the Authority to take into consideration. This could include, for example: * + Corrective action undertaken by the Supplier to date;
	+ Planned corrective action to be taken;
	+ Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or
	+ Changes in financial, accounting, audit or management procedures since the OONC.

In order that the Authority can consider any factors raised by the Supplier, the following information should be provided:* A brief description of the occasion, the tax to which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign Tax Authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc.
* Where the OONC relates to a DOTAS, the number of the relevant scheme.
* The date of the original “non-compliance” and the date of any judgement against the Supplier, or date when the return was amended.
* The level of any penalty or criminal conviction applied.

  |

## 5 - Economic and Financial Standing

|  |  |
| --- | --- |
|  | **FINANCIAL INFORMATION**  |
|  |  |
| 5.1 | **Please provide one of the following to demonstrate your economic/financial standing;** Please indicate your answer with an ‘X’ in the relevant box. |
| 1. A copy of the audited accounts for the most recent two years
 |  |
| 1. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation
 |  |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position
 |  |
| 1. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).
 |  |
| 5.2 | Where the Authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this PQQ, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here. | ▢ Yes▢ No  |
| 5.3 | **(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?**If yes, please provide the name below:

|  |  |
| --- | --- |
| Name of the organisation |  |
| Relationship to the Supplier completing the PQQ |  |

If yes, please provide Ultimate / parent company accounts if available. If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary? If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?) | ▢ Yes▢ No▢ Yes▢ No▢ Yes ▢ No |

## 6 – Technical and Professional Ability

|  |  |  |
| --- | --- | --- |
| 6 | **Relevant experience and contract examples** |  |
| Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the Authority’s requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years, and VCSEs may include samples of grant funded work. The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services. |  |
|  |  | Contract 1 | Contract 2 | Contract 3 |
| 6.1 | Name of customer organisation |  |  |  |
| 6.2 | Point of contact in customer organisationPosition in the organisationE-mail address |  |  |  |
| 6.3 | Contract start dateContract completion dateEstimated Contract Value |  |  |  |
| 6.4 | In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market. |  |  |  |
| 6.5 If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up. |
|  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7. Additional PQQ modulesSuppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking ‘X’ in the relevant boxes below.A – Project specific questions to assess Technical and Professional AbilityFurther project specific questions relating to the technical and professional ability of the Supplier.Please answer the following questions to allow an assessment. The marking and weighting matrix for this assessment is set out at the end of the questions. Answers apply generally to capability regarding the provision the whole service unless they specify a particular area of expertise. **Relevant Experience (20% of total score )**1. Please give details of the organisation's current and previous experience (in the last three years) of contracts similar to that required by London Councils for the London Ventures Support service. State the names of any clients for whom the organisation is performing or has performed the work, the number of years covered by the contract(s), the value of the contract(s) and range of services offered. Provide contact details for three reference sites that LC can contact for corroboration of your performance on the relevant contracts

(scored question: weighting x 3; maximum score = 18)1. Please set out the organisation’s key staff responsible for currently delivering contracts similar to that London Councils requires. You should give their names, job titles and a brief description of their role generally and what their role wold be in relation to this contract. You should also supply an organisational chart that indicates their position in the overall organisation.

(scored question: weighting x 2; maximum score = 12) **Staff (10% of total score)****3.** State the number of the organisation’s employees currently engaged specifically in work involving similar skills to that required for the London Ventures Support service. Indicate how many of these would, if the contract is awarded, be involved in the provision of the London Ventures Support service.

|  |  |  |
| --- | --- | --- |
|  | No. of Employees (Full Time Equivalents) | Average length of time employed by your organisation |
| Management |  |  |
| Professional/Technical (development) |  |  |
| Professional/Technical (support) |  |  |
| Administration |  |  |
| Other (please specify) |  |  |

 Do you expect these numbers to change significantly by the time you submit your tender? If so, please give details.(scored question: weighting x 3; maximum score = 18)**4.** What is your total staff turnover as a percentage of staff employed over each of thepast three years? Where significant changes have occurred in respect of key management or specialist staff this should be identified.(scored question: weighting x 2; maximum score = 12)**5.** What access to training is given to staff in your organisation and to staff of any sub-contractors? Give details of the organisation’s recruitment and training policies, a comprehensive list of examples of training given or offered to staff and the numbers of staff utilising such training opportunities.(scored question: weighting x 3; maximum score = 18)**6.** How do you seek to retain and motivate staff over medium and long term contracts? London Councils is particularly keen that the successful contractor should establish continuity of capability and knowledge to sustain the quality thresholds required for this contract.(scored question: weighting x 3; maximum score = 18)**7.** If you are a single contractor detail the component parts of your company that will deliver this contract and if you have indicated earlier that you intend to use subcontractors please list them with brief details of their role. You should also detail their experience and capacity. Indicate how work will be distributed. Please describe briefly.(scored question: weighting x 2; maximum score = 12)1. How do you intend to structure the management of the contract or allocate the responsibility? Please provide a family tree as to how the contract will be managed.

(scored question: weighting x 3; maximum score = 18)1. Describe in detail the roles with the structure detailed or the role of each main contractor

(scored question: weighting x 3; maximum score = 18)**Performance (10% of total score)****10.** Do you have performance targets for any of the services you currently provide to public sector clients? Please provide examples of the criteria you currently work to. Please supply details of your performance against these criteria.(scored question: weighting x 3; maximum score = 18)**11.** Please state the number of complaints received in the last 12 months, the number of contracts that these relate to and the top three complaint types trended over the last two years, (scored question: weighting x 3; maximum score = 18)**12.** Do you have Service Level Agreement (SLA) for any of the services you currently provide to public sector clients? Please provide examples of any SLAs and details of your performance against that SLA in the last 12 months.(scored question: weighting x 3; maximum score = 18)**13.** Give details of any systems the organisation has in place for monitoring and ensuring quality of work (eg.TQM, etc). Include details not only of any quality management systems in place or planned for implementation in the next 12 months, but also formal supervisory arrangements that ensure that staff standards are maintained (including membership of relevant professional bodies or trade associations).(scored question: weighting x 3; maximum score = 18) **Innovations (10% of total score)****14.** Please give examples of innovative working and development of services offered under any of the contracts listed at **1** above which the organisation is undertaking or has previously undertaken. (scored question: weighting x 3; maximum score = 18)**15.** Please give details of efficiency savings you have achieved through any of the contracts listed at **1** above and how these have been shared with the customer.(scored question: weighting x 3; maximum score = 18)**16.** What innovations would you bring to this contract, and how would they benefit both the local Authority and the private sector?(scored question: weighting x 3; maximum score = 18)B – Insurance

|  |  |  |
| --- | --- | --- |
| 1. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:Employer’s (Compulsory) Liability Insurance = £10mPublic Liability Insurance = £10mProfessional Indemnity Insurance = £5mProduct Liability Insurance = £5m\* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | ▢ Yes▢ No  |

C – Compliance with equality legislation

|  |
| --- |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. |
| 1. | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | ▢ Yes▢ No  |
| 2. | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination? If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.  | ▢ Yes▢ No |
| 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ▢ Yes▢ No  |

D - Environmental Management

|  |  |  |
| --- | --- | --- |
| 1. | 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)? If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last three years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | ▢ Yes▢ No |
| 2. | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | ▢ Yes▢ No  |  |

E - Health and Safety

|  |  |  |
| --- | --- | --- |
| 1. | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.  | ▢ Yes▢ No  |
| 2. | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years? If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.  | ▢ Yes▢ No  |
| 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ▢ Yes▢ No  |

8 - Declaration |  |
|  | I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of......................... (**Insert name of Supplier**). I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.I also declare that there is no conflict of interest in relation to the Authority’s requirement.The following appendices form part of our submission;

|  |  |
| --- | --- |
| **Section of PQQ** | **Appendix number** |
|  |  |
|  |  |

 |  |
| **PQQ COMPLETED BY** |  |
| 8.1 | Name |  |  |
| 8.2 | Role in organisation |  |  |
| 8.3 | Date |  |  |
| 8.4 | Signature |  |  |

**PQQ – Template for Appendices**

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| --- |
| **Appendix Number -** |
| **PQQ section -** |
| **Question number -** |
|  |

1. See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/> [↑](#footnote-ref-2)