

**Works Contract**

**PRE-QUALIFICATION QUESTIONNAIRE**

**DOCUMENT REFERENCE: PQQ1c**

**Group of Economic Operators and other entities - Member Addendum**

(Completed by members of a Group of Economic Operators and other Entities only)

**PIERPONT PLAZA BUILDING 1**

**REFERENCE: 1939/16**

|  |  |
| --- | --- |
| **Name of Company completing this form:** | **[Insert Company Name Here]** |
| **Insert Group of Economic Operators name and Indicate designation if applicable:** | **[Insert Group of Economic Operators/Lead Enterprise Name Here]**  **(If Consortium Name is not known enter the Lead Enterprise Name)** |
| **[**  **]**  **Select Designation - as stated in PQQ1 - [A-02]** |
| **Indicate an Other Entity designation if applicable :** | **[ ]**  **Select Designation - as stated in PQQ1 - [A-06]** |

**Catalyst**

**Queens Road**

**Queens Island**

**Belfast BT3 9DT**

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# GUIDANCE FOR Completion of PQQ1C

1. This document PQQ1C “Group of Economic Operators and Other Entities - Member Addendum” should be read in conjunction with the accompanying MoI-Part A and MoI-Part B. All defined terms within this document are explained within the glossary of MoI-Part A.

1. This document is one of eight documents that together make up the complete Pre-Qualification Questionnaire Package (PQQP) to be submitted.
2. This document is arranged in 5 Parts as described below and all information sought in all parts must be provided and all questions answered.

|  |  |  |
| --- | --- | --- |
| **Part** | **Content** | |
| **A** | **General Information** | **Compliance / Minimum Standards** (These parts do not contribute to the scored evaluation) |
| **B** | **Information as to past performance, economic and financial standing and compliance with EU/UK procurement legislation** |
| **C** | **Health and Safety and Environmental Management Systems** |
| **E** | **Declarations** |  |
| **F** | **Document Return Register** | **Used in support of other Sections** |

1. **Failure by an Economic Operator (member of a Group of Economic Operators and other Entities where applicable) to** **complete this questionnaire fully and in accordance with all requirements therein and for the Economic Operator to return the PQQP Submission and all supporting information required by the PQQP Submission Deadline may result in the Economic Operator’s PQQP Submission being rejected as set out in MoI-Part A, Section 10.**
2. The Lead Enterprise of the Group of Economic Operators will complete **PQQ1** document together with all required addendum and supporting documentation. All other members of the Group of Economic Operators shall complete sections A, B, C, E & F of this **PQQ1C** document together with all required addendum and supporting documentation. The Lead Enterprise must include PQQ1C documents for all other members of the Group of Economic Operators as part of its PQQP Submission.
3. Other Entities shall complete sections A, B, E and F of this PQQ1C document together with all required addendum and supporting documentation and the Economic Operator must include it as part of its PQQP Submission. When an Economic Operators or Group of Economic Operators is relying on the capacities of Other Entities for professional and technical ability, each other Entity **must** satisfy section C by completing a PQQ1B. Those who fail to meet the minimum health and safety requirements will be **rejected** (see MoI-Part A, Section 9.3).
4. Other Entities or members of a Group of Economic Operators submitting an eESPD do not have to answer questions [A-01], [B07a] and [B07b] in its copy of the PQQ1C document. However, all other questions in its copy of the PQQ1C document **must** be completed, as failure to do so may result in the PQQP Submission being **rejected**.
5. The Lead Enterprise shall complete **Section D** - Technical and/or Professional Ability of the **PQQ1** document on behalf of the Group of Economic Operators and Other Entities. **Section D** is scored and if the Economic Operator meets the minimum standard for Technical and/or Professional ability their overall score is used in ranking the Economic Operators.
6. Members of a Group of Economic Operators and other Entities must maintain the ‘**Member Designation**’ given in response to question [**A-02**] and [**A-06]**  respectively of **PQQ1** document throughout the whole PQQP Submission.

1. Once completed the PQQP Submission should be submitted in accordance with the requirements set out in MoI-Part A, Section 5.

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# SECTION A - Group of Economic Operators / other entities’ INFORMATION

### [A-01] ADMINISTRATIVE INFORMATION FOR MEMBERS OF A GROUP OF ECONOMIC OPERATORS / OTHER ENTITIES

**Complete the table below.**

|  |  |  |
| --- | --- | --- |
| **Trading name** | [Enter name here] | |
| **Registered name** | [Enter name here] | |
| **Main address** | [Enter address here] | |
| **Registered Address**  (if different from above) | [Enter address here] | |
| **Status**  (e.g. Partnership, Ltd Company, Group of Economic Operators) | [Enter text here] | |
| **If Limited Company** | Date of Incorporation | [Enter date here] |
| Registration Number | [Enter number here] |
| **VAT registration** | [Enter number here] | |
| **Telephone** | [Enter number here] | |
| **Constructionline Reg Nr.**  (if applicable) | [Enter number here] | |

# 

# SECTION B - past performance, economic and financial standing and PROFESSIONAL CONDUCT

**Before completing Section B please read MoI-Part A, Section 9.2.**

For the avoidance of doubt, questions within Section B relate to compliance with past performance, assessment of members of a Group of Economic Operators or Other Entities’ economic and financial standing and compliance with EU/UK Procurement legislation, and do not form part of the scored evaluation.

Notwithstanding this, members of a Group of Economic Operators and Other Entities must provide the information requested in these questions to ensure compliance. Members of a Group of Economic Operators or Other Entities that fail to meet the minimum financial standing, fail to fully complete the compliance questions or for any other reason are deemed ineligible in accordance with the Public Contracts Regulations 2015 will be rejected.

In addition, members of a Group of Economic Operators or Other Entities that fail to complete the past performance question [B-01] may be rejected.

It is the responsibility of members of a Group of Economic Operators and Other Entities to ensure all information held by Constructionline in relation to the PQQP is up-to-date by the PQQP submission Deadline.

### [B-01] Past Performance

Are you in any of the following situations? (See MoI-Part A, Section 9.2.2):

* In receipt of more than one current Notice of Written Warning issued by any Contracting Authority in the 3 year period prior to the PQQP Submission Deadline.
* In receipt of a Notice of Unsatisfactory Performance issued by any Contracting Authority in the 3 year period prior to the PQQP Submission Deadline.
* Had a prior public contract, terminated or other comparable sanction imposed in the 3 year period prior to the PQQP Submission Deadline.

|  |
| --- |
| [Select from drop down box] |

NOTE:

if your answer to question [B-01] is ‘Yes’ you must provide details of all Notice(s) / termination(s) / comparable sanctions, including an explanation of the deficiencies in performance that led to the issues of the Notice(s) / termination / comparable sanctions, and attach as Appendix 1. The details provided may include evidence to the effect that measures taken by you are sufficient to demonstrate your reliability in accordance with self-cleaning - Regulation 57(13) of the Public Contracts Regulations. The Contracting Authority will then consider and determine whether to exclude the Economic Operator from the procurement competition.

|  |
| --- |
| **In the case where an Economic Operator is relying on the capacities of other Entities for economic and financial standing:**   * The sum of the Category Values of the Economic Operator and Other Entities, in a ‘Relevant Work Category’ as set out in **MoI-Part B, Section 7.8 Table 1a** must be greater than or equal to the minimum value required by the Contracting Authority as set out in **MoI-Part B, Section 7.8 Table 1;**   **and**   * The Economic Operator must have an individual Category Value no less than **40%** of the minimum value required by the Contracting Authority as set out in **MoI-Part B, Section 7.8 Table 1**, in a ‘Relevant Work Category’ as set out in **MoI-Part B, Section 7.8 Table 1a.**   **In the case where an Economic Operator is a Group of Economic Operators including when this Group relies on the capacities of other Entities for economic and financial standing then:**   * The sum of the Category Values of the members of a Group of Economic Operators and other Entities, in a ‘Relevant Work Category’ as set out in **MoI-Part B, Section 7.8 Table 1a** must be greater than or equal to the minimum value required by the Contracting Authority as set out in **MoI-Part B, Section 7.8 Table 1;**   **and**   * The ‘Lead Enterprise’ of the Group of Economic Operators must have an individual Category Value no less than **40%** of the minimum value required by the Contracting Authority as set out in **MoI-Part B, Section 7.8 Table 1**, in a ‘Relevant Work Category’ as set out in **MoI-Part B, Section 7.8 Table 1a.** |

### [B-02] CONSTRUCTIONLINE DETAILS

In question [B-02] a member of a Group of Economic Operators or Other Entity shall identify the option which applies to it and complete the remainder of Part B as instructed.

Select **“YES”** for the option below which applies and complete the remainder of Part B as instructed.

**SELECT ONE OPTION ONLY**

|  |  |
| --- | --- |
| **OPTION 1**  I confirm we are r**egistered** and have **verified status** with Constructionline | [Select from drop down box] |
| **Constructionline Registration Number:** | **[Enter number here]** |
| Instructions If you answer **YES** to this statement and can meet the Contracting Authority’s ‘Relevant Work Category’ and Category Value requirements complete questions **[B-02] to [B-08]** only**.**  Then proceed to Part C. | |

**Or**

|  |  |
| --- | --- |
| **OPTION 2**  I confirm we are r**egistered** and have  **verified status**  with Constructionline | [Select from drop down box] |
| **Constructionline Registration Number:** | **[Enter number here]** |
| Instructions If you answer **YES** to this statement but you cannot meet the Contracting Authority’s ‘Relevant Work Category’ and Category Value requirements complete questions **[B-03] to [B08]** and the Financial Addendum document (**PQQ1A**).  **Economic Operators should note that references given in PQQ1A will be used by Constructionline to establish if they meet the category and value associated with the Procurement and as such should differ proportionately from their current Constructionline references.**  **Failure to complete PQQ1A by the PQQP Submission Deadline may result in your application being rejected.** | |
| **Financial Addendum PQQ1A attached** | [Select from drop down box] |

**Or**

|  |  |
| --- | --- |
| **OPTION 3**  I confirm we are **not registered** with Constructionline or do not have **verified status** | [Select from drop down box] |
| Instructions If you answer **YES** to this statement and you are **not registered** or alternatively do not at the PQQP Submission Deadline, have **verified status** with Constructionline you **must complete questions [B-03] to [B-08]** and the Financial Addendum document (**PQQ1A**).  **Economic Operators should note that references given in PQQ1A will be used by Constructionline to establish if they meet the category and value associated with the Procurement.**  **Failure to complete PQQ1A by the PQQP submission Deadline may result in your application being rejected.** | |
| **Financial Addendum PQQ1A attached** | [Select from drop down box] |

### 

### [B-03] FINANCIAL ASSESSMENT

Members of a Group of Economic Operators and Other Entities who selected Option 1 in question [B-02], must complete the table below with details of its Category Value against one of the Work Categories set out in **MoI-Part B, Section 7.8, Table 1a -** **Relevant Work Categories** which it wishes to rely on in order to satisfy the minimum requirement.

|  |  |
| --- | --- |
| **MEMBER OF A Group of Economic Operators and other entities Category Value** | |
| **Constructionline Registration Number**  **(if applicable)** | **[Enter Number here]** |
| **Sector** | **[Enter text here]** |
| **Category** | **[Enter text here]** |
| **CPV Code** | **[Enter number here]** |
| **Category Value** | **£[Enter value here]** |

NOTE; CPV codes must align exactly with those stated in the OJEU contract notice. CPV codes have been expanded upon from higher level OJEU codes to allow for diversity in Economic Operator specific works and services provided. If an Economic Operator’s CPV code does not match the OJEU contract notice and it feels it is eligible to participate in the Procurement it shall make its request as instructed in MoI-Part A, section 5 before the final date/time for queries.

### [B-04] FINANCIAL INFORMATION

1. Name and address of principal banker.

|  |  |
| --- | --- |
| **Bank Name** | **[Enter name here]** |
| **Address, Town/City, Postcode** | **[Enter address here]** |
| **[EnterTown/City here]** |
| **[Enter postcode here]** |
| **Bank’s telephone number** | **[Enter telephone number here]** |

1. Details of any event between the date on which the latest set of accounts was authorised for issue and the PQQP Submission Deadline, duly completed, that, had the accounts not been authorised for issue until the PQQP Submission Deadline, would have required to be adjusted for or disclosed in accordance with the provisions of International Accounting Standard 10. Please enter response in the text box provided below which is limited to 1800 characters.

|  |
| --- |
| [Please enter text here - 1800 characters max] |

### 

### [B-05] UNLAWFUL DISCRIMINATION / Equality of Opportunity

Members of a Group of Economic Operators and Other Entities shall comply with all applicable fair employment, equality of treatment and anti-discrimination legislation. Members of a Group of Economic Operators and Other Entities shall ensure the observance of all applicable fair employment, equality of treatment and anti-discrimination legislation by all its servants, agents, employees, consultants and Subcontractors.

In the last three years, has any finding of unlawful discrimination been made against the member of a Group of Economic Operators or Other Entity (or any parent company) by any court, employment tribunal, employment appeal tribunal, or any comparable body in any other jurisdictions? And/or has the member of a Group of Economic Operators or Other Entity (or any parent company) been the subject of formal investigations by the Equality Commission for Northern Ireland or any comparable body in any other jurisdiction on grounds of alleged unlawful discrimination?

|  |
| --- |
| [Select from drop down box] |

If yes, give details, including any corrective steps taken as a consequence of the findings. Where the member of a Group of Economic Operators or other Entity fails to provide sufficient evidence that appropriate action had been taken, this may result in the PQQP Submission being rejected.

|  |
| --- |
| [If applicable enter text here] |

### [B-06] insurance Requirements

The Economic Operator is required to demonstrate the ability of the Economic Operator Team to obtain insurance for the applicable values (refer to MoI-Part A, Section 9.2.7 and PQQ1, Section B, Question [B-06]).

The Lead Enterprise will complete PQQ1, Section B, Question [B-06] on behalf of the Group of Economic Operators and Other Entities.

### [B-07] professional conduct

Read MoI-Part A, Section 9.2.8 before completing both parts [B-07a] and [B-07b] of this question.

**[B-07a] Mandatory Exclusion**

|  |  |
| --- | --- |
| To the best of your knowledge **has** your organisation or its directors or any other person who has powers of representation, decision or control of the organisation **been convicted** of the offences indicated in MoI-Part A section 9.2.8 [B-07a] Mandatory Exclusion. | [Select from drop down box] |

If the member of a Group of Economic Operators or Other Entity is in breach of any of the mandatory grounds, and answers ’YES’ to the question above, give full details of each conviction in the box below. The details provided may include evidence to the effect that measures taken by you are sufficient to demonstrate your reliability in accordance with *Self-cleaning -* Regulation 57(13) of the Public Contracts Regulations 2015.The offence may be disregarded if the Contracting Authority is satisfied that the evidence of Self-cleaning is sufficient.

|  |
| --- |
| [If applicable enter text here] |

**[B-07b] Discretionary Exclusion**

|  |  |
| --- | --- |
| Do any of the conditions set out in MoI-Part A, Section  9.2.8 [B-07b] Discretionary Exclusion paragraphs (a) to (i) apply to your organisation: | [Select from drop down box] |

If there are any reasons why the member of a Group of Economic Operators or Other Entity might be, or might become, ineligible under the Public Contracts Regulations 2015 - give details in the box below.

**or**

If the member of a Group of Economic Operators or Other Entity is in breach of any discretionary grounds, they should provide full details in the box below. The details provided may include evidence to the effect that measures taken by the member of the Group of Economic Operators or the Other Entity are sufficient to demonstrate its reliability in accordance with *Self-cleaning -* Regulation 57(13) of the Public Contracts Regulations 2015. The Contracting Authority will then consider and determine whether it wishes to exercise the discretion to exclude.

|  |
| --- |
| [If applicable enter text here] |

### [B-08] Licences, accreditations and certification

In order for an Economic Operator to be eligible to participate in this competition the Economic Operator Team must hold licences, accreditations or certificates for specific categories and sectors (refer to PQQ1, Section B, Question [B-08]).

The Lead Enterprise will complete PQQ1, Section B, Question [B-08] on behalf of the members of a Group of Economic Operators and other Entities.

# sECTION C - HEALTH AND SAFETY, EnvironmEntal management SYSTEMS (EMS)

Health and Safety and Environmental Management Systems (EMS) are addressed within PQQ1B Economic Operator Health & Safety and EMS Addendum. The questions relate to the Economic Operator’s health and safety and environmental competence and do not form part of the scored evaluation.

Economic Operators including all members of a Group of Economic Operators **must** complete a PQQ1B. Those who fail to meet the minimum health and safety and Environmental Management Systems (EMS) requirement will be **rejected** (see MoI-Part A, Section 9.3).

When an Economic Operators or Group of Economic Operators is relying on the capacities of Other Entities and/or Subcontractors for professional and technical ability, each Other Entity and/or Subcontractors **must** complete a PQQ1B. Those who fail to meet the minimum health and safety requirements will be **rejected** (see MoI-Part A, Section 9.3).

# section D - TECHNICAL and/or PROFESSIONAL ABILITY

For a Group of Economic Operators technical and/or professional ability is addressed within PQQ1 Section D which is completed by the Lead Enterprise.

In relation to Other Entities, technical and/or professional ability is addressed within PQQ1 Section D which is completed by the Economic Operator. If the Economic Operator proposes to rely on the capacities of Other Entities then all Other Entities must complete a PQQ1C. And where applicable, the Economic Operator must also complete PQQ1 questions [A-06], [A-07] and [A-08].

# 

# section e – DECLARATIONs

I confirm that I have read and accept the disclaimers set out in MoI-Part A, Section 6.

I certify that the information supplied is accurate, to the best of my knowledge and completed and submitted with due diligence. I understand and accept that false information could result in exclusion from the Procurement.

I undertake to notify the Contracting Authority of any changes to the information given in answer to questions in this PQQP Submission that may arise during the Procurement. I also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant or representative of a public body, or any Minister of the NI Assembly. I also understand that any such action will empower the Contracting Authority to cancel any contract currently in force and will result in exclusion from the Procurement.

I confirm that I have not canvassed or solicited any officer, employee or representative, of the Contracting Authority in connection with the Procurement and that no person employed by me or acting on my/our behalf has done any such act.

I undertake that I will not in the future canvass or solicit any officer, employee or representative, of the Contracting Authority in connection with the Procurement and that no person employed by me or acting on my/our behalf will do any such act.

I undertake that I will not offer or agree to pay or give any sum of money, inducement of valuable consideration directly or indirectly to any person or have done so or cause or have caused to be done in relation to any other response to the Procurement any act or omission.

I undertake that I will not enter into any agreement or arrangement with any other person that he/she shall refrain from participating in the Procurement.

I undertake that I will not at any time discuss with any other person any aspect of our PQQP Submission, save for the Subcontractors, members of my Group of Economic Operators and other Entities being part of my PQQP Submission, and will procure this same undertaking from those Subcontractors, members of my Group of Economic Operators and other Entities.

I undertake to assess the requirements of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 as they relate to this project and to ensure that I will not employ a barred individual to work in regulated activity.

I confirm that I have read and understand all the documentation contained within the Procurement.

I confirm that I have highlighted any perceived shortcomings in the Procurement to the Contracting Authority. Any part of the documentation, or any other aspect of the Procurement, which I consider to be unclear or not compliant with relevant legislation, has been highlighted to the Contracting Authority in a message and has been clarified.

I confirm that I am aware that any proceedings relating to any perceived non-compliance with relevant law must be started within 30 days beginning with the date when the Economic Operator first knew, or ought to have known that grounds for starting the proceedings had arisen (and that only the Court may extend the time limits up to 3 months, where the Court considers that there is a good reason for doing so).

**Freedom of Information Declaration**

**Before completing the Freedom of Information Declaration below please read MoI-Part A, Section 9.5.2.**

I consider that the information in this Pre-Qualification Questionnaire is commercially sensitive: [Select from drop down box]

If the information supplied in this questionnaire is considered commercially sensitive, please state which information should not be disclosed and provide reasons:

|  |
| --- |
| **[Enter text here]** |

Period for which information should remain commercially sensitive:

|  |
| --- |
| **[Enter text here]** |

**Conflict of Interest Declaration**

With reference to MoI-Part A, Section 9.5.3; I can confirm that there is no level of conflict, or perceived conflict of interest in relation to the personnel or work involved in this contract:

[Select from drop down box]

If you have answered ‘**No’** to the above Declaration, please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could affect this contract:

|  |
| --- |
| **[Enter text here]** |

#### **RECEIPT OF PQQP ADDITIONAL INFORMATION NOTES DECLARATION**

I confirm that we have received and taken into account all additional information notes / messages issued in support of the Procurement. (See MOI-Part A section 5.7.)

[Select from drop down box]

#### **Declaration for and on behalf of a member of a Group of Economic Operators / Other Entities.**

I confirm that I have read and accept to abide by the terms of this PQQP and that I have all requisite corporate authority to authorise this warranty.

|  |  |
| --- | --- |
| **Print Name:** | **[Enter name here]** |
| **Title :** | **[Enter title here]** |
| **Position in Company :**  (Director/Partner or Equivalent) | **[Enter position here]** |

# 

# Section F - DOCUMENT RETURN REGISTER

Please ensure that all documents are returned with this questionnaire as summarised below:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Return Register** | | | |
| **Appendix**  **No** | **Question Reference** | **Document File Naming Convention** | **Tick** the  documents that  have been  submitted |
| **1** | **B-01**  Details of Notices / termination | **Economic Operator Name – PQQ1C-A1-B01** |  |
| **Document** |  | |  |
| **PQQ1A** | Economic Operator Financial Addendum  (only required if the Economic Operator has completed Option 2 or Option 3 of PQQ1 or PQQ1C, Section B, Question [B-01]).  (required for each member of a Group of Economic Operators and other Entities) | |  |
| **PQQ1B** | Economic Operator’s Health and Safety and Environmental Management Systems Addendum  (required for each member of a Group of Economic Operators and other Entities) | |  |
|  |  | |  |

It is the Economic Operator’s responsibility to ensure that the PQQP Submission complete with the requisite supporting information, are fully completed and returned as instructed using the **NAMING convention** outlined in the above table. Where it states “Economic Operator Name” the member of the Group of Economic Operators or Other Entity shall insert its name. For example, if your company name was “AN Other Ltd” and you are returning **Appendix 1** the document should be saved as; **AN Other Ltd-PQQ1C-A1-C01.**

**Note**: the document file naming convention as set out above should also be labelled within the header of each document respectively.