

**Works Contract**

**PRE-QUALIFICATION QUESTIONNAIRE**

**DOCUMENT REFERENCE: PQQ2**

**MECHANICAL SUBCONTRACTOR**

**PIERPONT PLAZA BUILDING 1**

**REFERENCE:1939/16**

|  |  |
| --- | --- |
| **Name of Company completing this form:** | **[Insert Company Name Here]** |

**Catalyst**

**Queens Road**

**Queens Island**

**Belfast BT3 9DT**

**CONTENTS**

[GUIDANCE FOR Completion of PQQP 3](#_Toc17987503)

[Section A - GENERAL INFORMATION 4](#_Toc17987504)

[[A-01] ECONOMIC OPERATOR & SUBCONTRACTOR ADMINISTRATIVE INFORMATION 4](#_Toc17987505)

[Section B - NOT USED 5](#_Toc17987506)

[section C - NOT USED 5](#_Toc17987507)

[section D - TECHNICAL and/or PROFESSIONAL ABILITY 6](#_Toc17987508)

[[D-01] EXPERIENCE AS MECHANICAL SUB\_CONTRACTOR 6](#_Toc17987509)

[[D-02] EXPERIENCE OF BUILD QUALITY 8](#_Toc17987510)

[[D-03] EXPERIENCE OF LANDLORD/TENANT FIT OUT 11](#_Toc17987511)

[section E - DECLARATIONS 13](#_Toc17987512)

# GUIDANCE FOR Completion of PQQP

1. This document 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 about the Subcontractor** | **Compliance/ Minimum Standards**  (These parts do not contribute to the scored evaluation) |
| **B** | **Not Used** |
| **C** | **Not Used** |
| **D** | **Technical and/or Professional ability** | **Minimum Standards & Ranking**  (Evaluated and scored) |
| **E** | **Declarations** | **This Section does not contribute to the scored evaluation** |

1. **Failure by an Economic Operator to ensure that the PQQP Submission is completed fully and in accordance with all requirements therein and 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 Economic Operator must ensure that the relevant Subcontractor fully completes **Parts A** and **D** of this PQQ document.
3. The Economic Operators are advised that **only one subcontracting firm** can be listed against each discipline. If an Economic Operator submits more than one Subcontractor per discipline their PQQP Submission will not be assessed until one is identified.
4. Once completed the PQQP Submission should be submitted in accordance with the requirements set out in MoI-Part A, Section 5.

# 

# Section A - GENERAL INFORMATION

### [A-01] ECONOMIC OPERATOR & SUBCONTRACTOR ADMINISTRATIVE INFORMATION

|  |  |
| --- | --- |
| **Trading name of the Economic Operator**  **(If Group of Economic Operators enter Group of Economic Operators Name or the Lead Enterprise Name)** | [Enter name here] |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Trading name of the Subcontractor** | [Enter name here] | |
| **Registered name of the Subcontractor:** | [Enter name here] | |
| **Subcontractor main address:** | [Enter address here] | |
| **Registered Address**  **(if different from above)** | [Enter address here] | |
| **Subcontractor 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 - NOT USED

# 

# section C - NOT USED

# section D - TECHNICAL and/or PROFESSIONAL ABILITY

**Before completing Section D, please read MoI-Part A and MoI-Part B. In particular you should read MoI-Part A, Section 9.4.**

Regulation 58(19) of the Public Contracts Regulations 2015 permits a Contracting Authority to assess an Economic Operator’s technical and/or professional ability by reference to works provided.

Due to the economic downturn it is becoming increasingly difficult for firms to provide evidence of competency and experience with works recently provided. It is permissible to allow a longer reference timeframe than that prescribed by the Regulations, provided that intention is clearly stated in the PQQ.

Accordingly, and as permitted under Regulation 60(9) of the Public contracts Regulations, it has been agreed with the industry that acceptable evidence that is related to works can be provided within the 7 years prior to the PQQP Submission Deadline.

The Subcontractor identified in PQQ1 shall complete **Questions D-01 TO D-03**

Subcontractors must note that when using examples of work undertaken within a framework, examples must be based upon specific details/value of the individual projects delivered.

### 

### EXPERIENCE AS MECHANICAL SUB\_CONTRACTOR

By reference to 3 specific projects completed in the last 7 years, provide details of your relevant experience as Mechanical sub-contractor that demonstrates your ability to successfully deliver this project on time and to budget, taking into account its scope, scale and complexity.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Scoring Indicators** |
| Excellent | 5 | Excellent experience of relevant projects, including experience of mechanical installations in workspace buildings  Fully supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery on time and to budget. |
| Very Good | 4 | Very good experience of relevant projects, including experience of mechanical installations in workspace buildings  Very well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery on time and to budget. |
| Good | 3 | Good experience of relevant projects, including experience of mechanical installations in workspace buildings  Well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery on time and to budget. |
| Satisfactory | 2 | Satisfactory experience of relevant projects, including experience of mechanical installations in workspace buildings  Reasonably well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery on time and to budget. |
| Poor | 1 | Poor experience of relevant projects, including experience of mechanical installations in workspace buildings  Poorly supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery on time and to budget. |
| Nil Response/ Very Poor | 0 | Very poor experience of relevant projects, including experience of mechanical installations in workspace buildings  Inadequately supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery on time and to budget. |

Please enter your response in the text box provided below which is limited to 3000 characters.

|  |
| --- |
| [Please enter text here - 3000 characters max] |

Complete the tables below to provide confirmation from the Subcontractor’s Director/Partner/or equivalent that **each** of the projects referred to in your response to this question was completed within the last seven years by the Subcontractor.

|  |  |
| --- | --- |
| **Question D01 - Project 1** | |
| Title of Contract | [Enter text here] |
| The Contract Value for this discipline | [Enter text here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter text here] |
| Completion date | [Enter text here] |

|  |  |
| --- | --- |
| **Question D01 - Project 2** | |
| Title of Contract | [Enter text here] |
| The Contract Value for this discipline | [Enter text here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter text here] |
| Completion date | [Enter text here] |

|  |  |
| --- | --- |
| **Question D01 – Project 3** | |
| Title of Contract | [Enter text here] |
| The Contract Value for this discipline | [Enter text here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter text here] |
| Completion date | [Enter text here] |

I the under named hereby confirm that I can testify that each project referred to above was **completed** within the last **seven years** **( to the PQQP Submission Deadline)** by our organisation and that I have the requisite authority to authorise this:

|  |  |
| --- | --- |
| **Company name** | [Enter name here] |
| **Print Name** | [Enter name here] |
| **Position** | [Director/Partner or Equivalent] |
| **Date** | [Enter date here] dd/mm/yyyy |

Failure to complete the tables above and confirmation from the Director/Partner/or equivalent that **each** of the projects referred to in your response to this question was completed within the last seven years by their organisation, **may negate the project from being assessed.**

### 

### EXPERIENCE OF BUILD QUALITY

By reference to 3 specific projects completed in the last 7 years, provide details of your relevant experience as Mechanical sub-contractor that demonstrates your ability to successfully deliver this project to high quality standards, taking into account its scope, scale and complexity.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Scoring Indicators** |
| Excellent | 5 | Excellent experience of relevant projects, including experience of delivery to high quality standards  Fully supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of high quality standards. |
| Very Good | 4 | Very good experience of relevant projects, including experience of delivery to high quality standards  Very well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of high quality standards. |
| Good | 3 | Good experience of relevant projects, including experience of delivery to high quality standards  Well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of high quality standards. |
| Satisfactory | 2 | Satisfactory experience of relevant projects, including experience of delivery to high quality standards  Reasonably well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of high quality standards. |
| Poor | 1 | Poor experience of relevant projects, including experience of delivery to high quality standards  Poorly supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of high quality standards. |
| Nil Response/ Very Poor | 0 | Very poor experience of relevant projects, including experience of delivery to high quality standards  Inadequately supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of high quality standards. |

Please enter your response in the text box provided below which is limited to 3000 characters.

|  |
| --- |
| [Please enter text here - 3000 characters max] |

Complete the tables below to provide confirmation from the Subcontractor’s Director/Partner/or equivalent that **each** of the projects referred to in your response to this question was completed within the last seven years by the Subcontractor.

|  |  |
| --- | --- |
| **Question D02 - Project 1** | |
| Title of Contract | [Enter text here] |
| The Contract Value for this discipline | [Enter text here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter text here] |
| Completion date | [Enter text here] |

|  |  |
| --- | --- |
| **Question D02 - Project 2** | |
| Title of Contract | [Enter text here] |
| The Contract Value for this discipline | [Enter text here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter text here] |
| Completion date | [Enter text here] |

|  |  |
| --- | --- |
| **Question D02 – Project 3** | |
| Title of Contract | [Enter text here] |
| The Contract Value for this discipline | [Enter text here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter text here] |
| Completion date | [Enter text here] |

I the under named hereby confirm that I can testify that each project referred to above was **completed** within the last **seven years** **(to the PQQP Submission Deadline)** by our organisation and that I have the requisite authority to authorise this:

|  |  |
| --- | --- |
| **Company name** | [Enter name here] |
| **Print Name** | [Enter name here] |
| **Position** | [Director/Partner or Equivalent] |
| **Date** | [Enter date here] dd/mm/yyyy |

Failure to complete the tables above and confirmation from the Director/Partner/or equivalent that **each** of the projects referred to in your response to this question was completed within the last seven years by their organisation, **may negate the project from being assessed.**

### 

### EXPERIENCE OF LANDLORD/TENANT FIT OUT

By reference to 3 specific projects completed in the last 7 years, provide details of your relevant experience of Landlord/Tenant fit out that demonstrates your ability to successfully deliver a quality IT environment for this project, taking into account its scope, scale and complexity.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Scoring Indicators** |
| Excellent | 5 | Excellent experience of relevant projects, including experience of Landlord/Tenant fit out in workspace buildings  Fully supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure a quality IT environment. |
| Very Good | 4 | Very good experience of relevant projects, including experience of Landlord/Tenant fit out in workspace buildings  Very well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure a quality IT environment. |
| Good | 3 | Good experience of relevant projects, including experience of Landlord/Tenant fit out in workspace buildings  Well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure a quality IT environment. |
| Satisfactory | 2 | Satisfactory experience of relevant projects, including experience of Landlord/Tenant fit out in workspace buildings  Reasonably well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure a quality IT environment. |
| Poor | 1 | Poor experience of relevant projects, including experience of Landlord/Tenant fit out in workspace buildings  Poorly supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure a quality IT environment. |
| Nil Response/ Very Poor | 0 | Very poor experience of relevant projects, including experience of Landlord/Tenant fit out in workspace buildings  Inadequately supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure a quality IT environment. |

Please enter your response in the text box provided below which is limited to 3000 characters.

|  |
| --- |
| [Please enter text here - 3000 characters max] |

Complete the tables below to provide confirmation from the Subcontractor’s Director/Partner/or equivalent that **each** of the projects referred to in your response to this question was completed within the last seven years by the Subcontractor.

|  |  |
| --- | --- |
| **Question D03 - Project 1** | |
| Title of Contract | [Enter text here] |
| The Contract Value for this discipline | [Enter text here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter text here] |
| Completion date | [Enter text here] |

|  |  |
| --- | --- |
| **Question D03 - Project 2** | |
| Title of Contract | [Enter text here] |
| The Contract Value for this discipline | [Enter text here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter text here] |
| Completion date | [Enter text here] |

|  |  |
| --- | --- |
| **Question D03 – Project 3** | |
| Title of Contract | [Enter text here] |
| The Contract Value for this discipline | [Enter text here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter text here] |
| Completion date | [Enter text here] |

I the under named hereby confirm that I can testify that each project referred to above was **completed** within the last **seven years** **( to the PQQP Submission Deadline)** by our organisation and that I have the requisite authority to authorise this:

|  |  |
| --- | --- |
| **Company name** | [Enter name here] |
| **Print Name** | [Enter name here] |
| **Position** | [Director/Partner or Equivalent] |
| **Date** | [Enter date here] dd/mm/yyyy |

Failure to complete the tables above and confirmation from the Director/Partner/or equivalent that **each** of the projects referred to in your response to this question was completed within the last seven years by their organisation, **may negate the project from being assessed.**

# 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, or 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.

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 members of the Group of Economic Operators and Other Entities whose PQQP Submission I am part of, and will procure this same undertaking from those members of the 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 considered 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 legislation 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]** |

Declaration for and on behalf of the **Subcontractor**;

I the under named hereby confirm that I have read and accept to abide by the terms of this PQQP Submission 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]** |