

**Works Contract**

**PRE-QUALIFICATION QUESTIONNAIRE**

**DOCUMENT REFERENCE: PQQ1**

**CATALYST FORT GEORGE BUILDING 2**

**REFERENCE: 1417/18**

|  |  |
| --- | --- |
| **Name of Company completing this form:** | **[Insert Company Name Here]** |
| **If the Lead Enterprise of a Group of Economic Operators insert name of the Group of Economic Operators**  | **[Insert Name of Group of Economic Operators Here]** [If known] |

**Catalyst**

**Queens Road**

**Queens Island**

**Belfast BT3 9DT**

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#

# 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 6 Parts (A, B, C, D, E and F) 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** | **Information as to past performance, economic and financial standing and compliance with EU/UK procurement legislation** |
| **C** | **Health and Safety (addressed within PQQ1B - Economic Operator Health & Safety Addendum)** |
| **D** | **Technical and/or Professional ability**  | **Minimum Standards & Ranking**(Evaluated and scored) |
| **E** | **Declarations** | **Compliance**(This section does not contribute to the scored evaluation) |
| **F** | **Document Return Register**  | **Used in support of other sections** |

1. **Failure by an Economic Operator to ensure that all questionnaires are 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 9 and 10.**
2. If the Economic Operator (or Lead Enterprise) is submitting an ESPD then it does not have to answer questions A-04, A-05, B-07a and B-07b in this PQQ1 document. However, the Economic Operator (or Lead Enterprise) must answer all other questions in PQQ1, as failure to do so may result in the PQQP Submission being rejected.
3. Once completed the PQQP should be submitted in accordance with the requirements set out in MoI-Part A, Section 5.

# Section A - economic OPERATOR/GROUP OF ECONOMIC OPERATORS’ information

Before completing questions **[A-01]**, **[A-02]**, **[A-03]**, **[A-04]**, **[A-05]**, **[A-06]**, **[A-07]** and **[A-08]**, please read MoI-Part A, section 9.1.

### [A-01] ECONOMIC OPERATOR’S STRUCTURE

Indicate your structure by selecting “**Yes**” in the appropriate drop down box in the table below.

|  |  |
| --- | --- |
|  | **SELECT ONE OPTION** |
| **Basis of Application** | **A single Enterprise** |  **If “Yes” complete the table below and proceed to [A-04] (ignore [A-02], [A-03])** |
| **A Group of Economic Operators**  |  **If “Yes” complete the table below and proceed to [A-02]** |
|
|  |   |   |
| Please provide details in the table below of all the members that comprise the Economic Operator Team.  |
|
|
| **Subcontractor** | **Company Name only** |
| Building Contractor | **[Enter text here]** |
| Civil Engineering Contractor | **[Enter text here]** |
| Mechanical Building Services Contractor | **[Enter text here]** |
| Electrical Building Services Contractor | **[Enter text here]** |
| Structural Steelwork Contractor | **[Enter text here]** |
| Piling Contractor | **[Enter text here]** |
|  | **[Enter text here]** |
|  | **[Enter text here]** |
|  | **[Enter text here]** |
|  | **[Enter text here]** |

### [A-02] DETAILS FOR A GROUP OF ECONOMIC OPERATORS (Where Applicable)

Provide in the table below, details of **ALL** members of the Group of Economic Operators.

|  |  |
| --- | --- |
| **Name of Group of Economic Operators** | **[Enter name here] [If known]** |
|  |  |
| **member designation** | **Company Name only** | **ADDRESS** | **Confirm Group of Economic Operators Member Addendum PQQ1C is Attached** |
| **“Lead Enterprise” submitting the PQQP on behalf of the Group of Economic Operators** | **[Enter name here]**  | **[Enter address here]** |
| **Group Member No.2\*** | **[Enter name here]** | **[Enter address here]** |  |
| **Group Member No.3\*** | **[Enter name here]** | **[Enter address here]** |  |
| **Group Member No.4\*** | **[Enter name here]** | **[Enter address here]** |  |

*•Note: See Section 1.7 of MoI-Part A, where each member of the Group of Economic Operators must complete a separate copy of* ***PQQ1C*** *(including where applicable* ***PQQ1A*** *and* ***PQQ1B****), as if each organisation was a single enterprise.*

### [A-03] GROUP OF ECONOMIC OPERATORS’ PROPOSED ADMINISTRATIVE ARRANGEMENTS

Provide a statement to describe how you intend to form a Group of Economic Operators indicating the Lead Enterprise. Enter your response in the text box provided below which is limited to 3000 characters.

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

### [A-04] ECONOMIC OPERATOR’S ADMINISTRATIVE INFORMATION

**Complete the table below.**

[In the case of a Group of Economic Operators the details shall be that of the “Lead Enterprise”. All other members of a Group of Economic Operators shall separately provide their company details in their Group of Economic Operators Member Addendum **PQQ1C**.]

|  |  |
| --- | --- |
| **Trading name of the Economic Operator** | [Enter name here] |
| **Registered name of the Economic Operator**  | [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] |

### [A-05] NAMED CONTACT DETAILS

 **Complete the table below.**

|  |  |
| --- | --- |
| **Name**  | [Enter name here] |
| **Title/Position**  | [Enter Title/Position here] |
| **Organisation**  | [Enter name here] |
| **Address** | [Enter address here]  |
| **Telephone** | [Enter number here]  |
| **Mobile number** | [Enter number here]  |
| **E-mail** | [Enter address here] |

### [A-06] DETAILS OF OTHER ENTITIES

Provide in the table below, details of **ALL** Other Entities whose capacities the Economic Operator or Group of Economic Operators is relying on. (Refer to Section 1.6.3 of MOI-Part A).

|  |  |
| --- | --- |
|  |  |
|  |  |  | **Confirm Other Entities Member Addendum PQQ1C is Attached** |
| **member designation** | **Company Name only** | **ADDRESS** |
| **Other Entity No.1\*** | **[Enter name here]** | **[Enter address here]** |  |
| **Other Entity No.2\*** | **[Enter name here]** | **[Enter address here]** |  |
| **Other Entity No.3\*** | **[Enter name here]** | **[Enter address here]** |  |

*• Note: See Section 1.6.3 of MoI-Part A, where an Other Entity must complete a separate copy of* ***PQQ1C*** *(including where applicable* ***PQQ1A*** *and* ***PQQ1B****), as if each entity was a single enterprise.*

### [A-07] PROPOSED ARRANGEMENTS WITH OTHER ENTITIES

Provide a statement to describe how you intend to rely on the capacities of Other Entities. Please identify which selection criteria this relates to. Enter your response in the text box provided below which is limited to 3000 characters.

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

### [A-08] PROOF OF COMMITMENT FROM OTHER ENTITIES

You must prove that you will have at your disposal the resources necessary from the Other Entities by providing a commitment by the Other Entities to that effect. Therefore, you must attach to your PQQP Submission, a letter from those Other Entities, on their letterhead, confirming they will provide the necessary resources that you wish to rely upon.

|  |  |
| --- | --- |
| Proof of commitment from Other Entitiesattached at Appendix 1(only required if the capacities of Other Entities are relied upon) | [Select from drop down box] |

Note: If you are relying on the capacities of Other Entities and your answer to question [A-08] is **NO,** you may be excluded from the procurement.

# 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: past performance; assessment of the Economic Operator’s economic and financial standing; and compliance with EU/UK Procurement legislation and do not form part of the scored evaluation. Notwithstanding this, an Economic Operator and its Subcontractors must provide the information requested in these questions to ensure compliance. Economic Operators who 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 and may be rejected.

In addition, Economic Operators who fail to complete the past performance question [B-01] may be rejected

It is the Economic Operator’s responsibility 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/CoPE in the 3 year period prior to the PQQP Submission Deadline.
* In receipt of a Notice of Unsatisfactory Performance issued by any Contracting Authority/CoPE 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 / or comparable sanctions, and attach as Appendix 2. 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 Contracting Authority will then consider and determine whether to exclude the Economic Operator from the procurement competition.

### [B-02] CONSTRUCTIONLINE DETAILS

Economic Operators, or in the case of a Group of Economic Operators, the Lead Enterprise, shall select and complete only one of the options below which applies to them.

Only the Economic Operator’s Constructionline details can be used to answer this question. If the Economic Operator is relying on the capacities of Other Entities with regard to meeting the criteria relating to economic and financial standing, in this case the Minimum Category Value requirements set out in MoI-Part B, Section 7.10, Table 1 and Table 1a, then the Other Entities’ Constructionline details must not be used to answer this question. Instead Other Entities must complete a PQQ1C using its Constructionline details to answer question [B-02] in PQQ1C.

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

* + 1. SELECT ONE OPTION ONLY

|  |  |
| --- | --- |
| **OPTION 1**I confirm we are **registered** and have **verified status** with Constructionline | [Select from drop down box] |
| **Constructionline Registration Number:**  | **[Enter number here]** |
| InstructionsIf you answer **YES** to this statement and can meet the Contracting Authority’s ‘Relevant Work Category’ and Minimum Category Value requirements complete questions **[B-03] to [B-08]** only**.** Then proceed to Section C.  |

**Or**

|  |  |
| --- | --- |
| **OPTION 2**I confirm we are **registered** and have **verified status** with Constructionline  | [Select from drop down box] |
| **Constructionline Registration Number:**  | **[Enter number here]** |
| InstructionsIf you answer **YES** to this statement but you cannot meet the Contracting Authority’s ‘Relevant Work Category’ and Minimum Category Value requirements set out in MoI-Part B, Section 1.8, Table 1 and Table 1a, complete questions **[B-04] 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 this Procurement and as such should be sufficiently higher than their current Constructionline references. Economic Operators should also submit the relevant documentation to Constructionline as soon as possible in advance of the PQQ submission deadline.****Failure to complete PQQ1A by the PQQP Submission Deadline may result in your PQQP Submission being rejected.** |
| **Financial Addendum PQQ1A attached**  | [Select from drop down box] |

**Or**

|  |  |
| --- | --- |
| **OPTION 3** I confirm we are **not registered** with Constructionline or have not **verified status.** | [Select from drop down box] |
| InstructionsIf you answer **YES** to this statement and you are **not registered** or alternatively have not at the PQQP Submission Deadline, **verified status** with Constructionline, you **must complete questions [B-04] 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 this Procurement.** **Failure to complete PQQ1A by the PQQP submission Deadline may result in your PQQP submission being rejected.** |
| **Financial Addendum PQQ1A attached**  | [Select from drop down box] |

### [B-03] FINANCIAL ASSESSMENT

Economic Operators 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 7.10, Table 1a -** **Relevant Work Categories**, which it wishes to rely on in order to satisfy the minimum requirement.

|  |
| --- |
| **Economic Operator 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 the Economic Operator feels it is eligible to participate in this competition, 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, that, had the accounts not been authorised for issue until this 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

In the last three years, has any finding of unlawful discrimination been made against the Economic Operator (or any parent company) by any court, employment tribunal, employment appeal tribunal, or any comparable body in any other jurisdictions and/or has the Economic Operator (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 Economic Operator fails to provide sufficient evidence that appropriate action had been taken this may result in the PQQP 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 set out in the table below. Please read MoI-Part A, Section 9.2.7 before completing.

<https://www.finance-ni.gov.uk/publications/procurement-guidance-note-0312-liability-and-insurance-government-contracts>

|  |
| --- |
| **Table 1b - Insurance Requirements** |
| **1. Public liability insurance (Economic Operator only)** |
| Public liability insurance with a minimum limit of indemnity not less than £10m GBP per incident. |
| **2. Contract Works/Contractor’s “All Risks” insurance (Economic Operator only)** |
| Construction all risks insurance with a minimum limit of indemnity not less than £10m GBP per incident as per the requirements of PGN 03/12 above extended to Design Improvement Exclusion (DE5).  |
| **3. Employer’s liability insurance (Economic Operator only)** |
| Employer’s liability insurance with a minimum limit of indemnity not less than £10m GBP per incident compliant with applicable statutory requirements. |
| **4. Professional indemnity insurance**  |
| Professional indemnity insurance for all activities of a professional nature including design liability with a limit of indemnity of not less than that specified below in GBP - aggregate. |
|  |
| **Role** | **Professional indemnity insurance value** |
| **Required** |
| Economic Operator | £5m  |
| Building Contractor | £5m  |
| Civil Engineering Contractor | £5m  |
| Mechanical Building Services Contractor | £5m  |
| Electrical Building Services Contractor | £5m  |
| Structural Steelwork Contractor | £5m  |
| Piling Contractor | £5m  |
|  |  |
|  |  |
|  |  |
|  |  |

Failure to comply with the above insurance details will result in the PQQ being rejected by the Contracting Authority.

Select and complete **only one** of the two options below which applies:

**Option [B-06a]**

|  |  |
| --- | --- |
| I confirm that:- (a) My company, or in the case of a Group of Economic Operators the Lead Enterprise, and the other members that comprise the Economic Operator Team, hold valid insurance to all the applicable values stipulated in Table 1b.  | [Select from drop down box] |

**Or**

**Option [B-06b]**

|  |  |
| --- | --- |
| I confirm that:- (b) My company, or in the case of a Group of Economic Operators the Lead Enterprise, and the other members that comprise the Economic Operator Team including Other Entities, current insurance provision is lower than one or more of the values set out in, Table 1b - Insurance details. | [Select from drop down box] |
| I have provided confirmation at Appendix 1 (to be provided by current insurance broker) that our Company, or in the case of a Group of Economic Operators the Lead Enterprise and the other members that comprise the Economic Operator Team including Other Entities is capable of obtaining insurance to the applicable values stipulated and this will be obtained and maintained as required by the contract should our company be successful in this competition. |
| Insurance broker’s confirmation attached at Appendix 3 | [Select from drop down box] |

### [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 Economic Operator 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, Section9.2.8 [B-07b] Discretionary Exclusion paragraphs (a) to (i) apply to your organisation: | [Select from drop down box] |

If there are any reasons why the Economic Operator might be, or might become, ineligible under the Public Contracts Regulations 2015 - give details in the box below.

The details provided may include evidence to the effect that measures taken by the Economic Operator are sufficient to demonstrate its reliability in accordance with *self-cleaning -* Regulation 57(13) of the Public Contracts Regulations. The Contracting Authority will then consider and determine whether it wishes to exercise its discretion to exclude.

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

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

The Economic Operator or where the Economic Operator is a Group of Economic operators the Lead Enterprise must enter any licences, accreditations or certifications required as set out in **MoI-Part B section 7.11 Licences, Accreditations and Certifications.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Issuing authority** | **Licence number** | **Start date** | **Expiry date** | **MemberSHIP****DEsignation\*** |
| **[Enter text here]** | **[Enter text here]** | **[Enter text here]** | **[Enter text here]** | **[Enter text here]** | **[Enter text here]** |
| **[Enter text here]** | **[Enter text here]** | **[Enter text here]** | **[Enter text here]** | **[Enter text here]** | **[Enter text here]** |
| **[Enter text here]** | **[Enter text here]** | **[Enter text here]** | **[Enter text here]** | **[Enter text here]** | **[Enter text here]** |

When it is specified in MoI-Part B Section 7.11, Table 1c that the Economic Operator **itself** must hold a relevant licence(s), accreditation or certificate(s), then these must be held by the Economic Operator or where applicable, one or more members of a Group of Economic Operators or an Other Entity or a Subcontractor, whose capacity is being relied upon for professional and technical ability.

\*Where applicable the Economic Operator must include the membership designation for members of a Group of Economic Operators and Other Entities given in response to questions [A-02] and [A-05].

An Economic Operator may be requested to provide confirmation of the licences, accreditations or certificates named above.

# sECTION C - HEALTH AND SAFETY and EnvironmeNtal Management Systems (EMS)

Health and safety and Environmental Management Systems are addressed within PQQ1B Economic Operator Health & Safety and Environmental Management Systems 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 system requirements will be **rejected** (see MoI-Part A, Section 9.3).

Where an Economic Operator or Group of Economic Operators is relying on the capacity of Other Entities and/or subcontractors regarding professional and technical ability, each Other Entity and/or subcontractors **must** complete a PQQ1B. Those who fail to meet the minimum health and safety requirement will be rejected (see MOI-Part A, Section 9.3).

# 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.**

All Economic Operators shall complete Questions D-01 TO D-06 and Section F Document Return Register.

Under Regulation 63 of the Public contract regulations the Economic Operator, where appropriate and for a particular contract may rely on the capacities of Other Entities. If the Economic Operator proposes to rely on the capacities of others with regard to experience of previous work then all Other Entities must complete a PQQ1C. The Economic Operator must also complete PQQ1 questions [A-06], [A-07] and [A-08].

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

### EXPERIENCE AS LEAD CONTRACTOR

By reference to 3 specific projects completed in the last 7 years, provide details of your relevant experience as lead 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** | **Indicators** |
| Excellent | 5 | Excellent experience of relevant projects, including experience of delivery on time and to budget taking into account its scope, scale and complexity. 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 delivery on time and to budget taking into account its scope, scale and complexity 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 delivery on time and to budget taking into account its scope, scale and complexity 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 delivery on time and to budget taking into account its scope, scale and complexity.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 delivery on time and to budget taking into account its scope, scale and complexity 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 delivery on time and to budget taking into account its scope, scale and complexity 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 4000 characters.

|  |
| --- |
| [Please enter text here - 4000 characters max] |

Complete the tables below to provide confirmation from the Economic Operator’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 Economic Operator.

|  |
| --- |
| **Question D01 - Project 1** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

|  |
| --- |
| **Question D01 - Project 2** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

|  |
| --- |
| **Question D01 - Project 3** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

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

\*For Other Entities and a Group of Economic Operators ‘our organisation and’ should be read as ‘a member of our Group of Economic Operators and Other Entities and I can confirm this as the Lead Enterprise on behalf of the members of the Group of Economic Operators and Other Entities’.

##### 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 MULTI STOREY FRAMED CONSTRUCTION

Provide details of relevant experience of projects completed in the last 7 years that demonstrates your ability to successfully deliver projects having a multi storey framed construction, including details of how programme and quality were maintained. Describe your experience of collaborative working arrangements that were put in place with clients and their professional advisers.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Indicators** |
| Excellent | 5 | Excellent experience of relevant projects, including experience of delivery of multi storey framed construction to programme and quality using collaborative working Fully supported by details that demonstrate collaboration and the methodology used to ensure the delivery to programme and quality. |
| Very good | 4 | Very good experience of relevant projects, including experience of delivery of multi storey framed construction to programme and quality using collaborative working Very well supported by details that demonstrate collaboration and the methodology used to ensure the delivery to programme and quality |
| Good | 3 | Good experience of relevant projects, including experience of delivery of multi storey framed construction to programme and quality using collaborative working Well supported by details that demonstrate collaboration and the methodology used to ensure the delivery to programme and quality |
| Satisfactory | 2 | Satisfactory experience of relevant projects, including experience of delivery of multi storey framed construction to programme and quality using collaborative working Reasonably well supported by details that demonstrate collaboration and the methodology used to ensure the delivery to programme and quality |
| Poor | 1 | Poor experience of relevant projects, including experience of delivery of multi storey framed construction to programme and quality using collaborative working Poorly supported by details that demonstrate collaboration and the methodology used to ensure the delivery to programme and quality |
| Nil Response/ Very Poor | 0 | Very poor experience of relevant projects, including experience of delivery of multi storey framed construction to programme and quality using collaborative working Inadequately supported by details that demonstrate collaboration and the methodology used to ensure the delivery to programme and quality |

Please enter your response in the text box provided below which is limited to 4000 characters.

|  |
| --- |
| [Please enter text here - 4000 characters max] |

### EXPERIENCE OF SUSTAINABILITY

Provide details of relevant experience that demonstrates how you have successfully delivered sustainability in construction projects, including details of how life cycle costing was incorporated into the process.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Indicators** |
| Excellent | 5 | Excellent experience of relevant projects, including experience of delivery of sustainability taking into account its scope, scale and complexity. Fully supported by details that demonstrate the methodology used to deliver sustainability in the projects. |
| Very good | 4 | Very good experience of relevant projects, including experience of delivery of sustainability taking into account its scope, scale and complexity. Very well supported by details that demonstrate the methodology used to deliver sustainability in the projects. |
| Good | 3 | Good experience of relevant projects, including experience of delivery of sustainability taking into account its scope, scale and complexity. Well supported by details that demonstrate the methodology used to deliver sustainability in the projects. |
| Satisfactory | 2 | Satisfactory experience of relevant projects, including experience of delivery of sustainability taking into account its scope, scale and complexity. Reasonably well supported by details that demonstrate the methodology used to deliver sustainability in the projects. |
| Poor | 1 | Poor experience of relevant projects, including experience of delivery of sustainability taking into account its scope, scale and complexity. Poorly supported by details that demonstrate the methodology used to deliver sustainability in the projects. |
| Nil Response/ Very Poor | 0 | Very poor experience of relevant projects, including experience of delivery of sustainability taking into account its scope, scale and complexity. Inadequately supported by details that demonstrate the methodology used to deliver sustainability in the projects. |

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

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

### EXPERIENCE OF BUILD QUALITY

By reference to 3 specific projects completed in the last 7 years, provide details of your relevant experience of achieving high standards of build quality handed over free of defects to create high quality internal environments.

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

Please enter your response in the text box provided below which is limited to 4000 characters.

|  |
| --- |
| [Please enter text here - 4000 characters max] |

Complete the tables below to provide confirmation from the Economic Operator’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 Economic Operator.

|  |
| --- |
| **Question D04 - Project 1** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

|  |
| --- |
| **Question D04 - Project 2** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

|  |
| --- |
| **Question D04 - Project 3** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

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

\*For Other Entities and a Group of Economic Operators ‘our organisation and’ should be read as ‘a member of our Group of Economic Operators and Other Entities and I can confirm this as the Lead Enterprise on behalf of the members of the Group of Economic Operators and Other Entities’.

##### 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 SUPPLY CHAIN MANAGEMENT

By reference to 3 specific projects completed in the last 7 years, provide details of your relevant experience of supply chain management and regular team working to demonstrate your ability to successfully deliver this project taking into account its scope, scale and complexity.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Indicators** |
| Excellent | 5 | Excellent experience of relevant projects, including experience of supply chain management and regular team working taking into account its scope, scale and complexity. Fully supported by details that demonstrate scope, scale, complexity of the work and the methodology used to manage the supply chain through regular team working. |
| Very good | 4 | Very good experience of relevant projects, including experience of supply chain management and regular team working taking into account its scope, scale and complexity. Very well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to manage the supply chain through regular team working. |
| Good | 3 | Good experience of relevant projects, including experience of supply chain management and regular team working taking into account its scope, scale and complexity. Well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to manage the supply chain through regular team working. |
| Satisfactory | 2 | Satisfactory experience of relevant projects, including experience of supply chain management and regular team working taking into account its scope, scale and complexity. Reasonably well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to manage the supply chain through regular team working. |
| Poor | 1 | Poor experience of relevant projects, including experience of supply chain management and regular team working taking into account its scope, scale and complexity. Poorly supported by details that demonstrate scope, scale, complexity of the work and the methodology used to manage the supply chain through regular team working. |
| Nil Response/ Very Poor | 0 | Very poor experience of relevant projects, including experience of supply chain management and regular team working taking into account its scope, scale and complexity. Inadequately supported by details that demonstrate scope, scale, complexity of the work and the methodology used to manage the supply chain through regular team working. |

Please enter your response in the text box provided below which is limited to 4000 characters.

|  |
| --- |
| [Please enter text here - 4000 characters max] |

Complete the tables below to provide confirmation from the Economic Operator’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 Economic Operator.

|  |
| --- |
| **Question D05 - Project 1** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

|  |
| --- |
| **Question D05 - Project 2** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

|  |
| --- |
| **Question D05 - Project 3** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

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

\*For Other Entities and a Group of Economic Operators ‘our organisation and’ should be read as ‘a member of our Group of Economic Operators and Other Entities and I can confirm this as the Lead Enterprise on behalf of the members of the Group of Economic Operators and Other Entities’.

##### 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 INTERIOR FIT OUT

By reference to 3 specific projects completed in the last 7 years, provide details of your relevant experience of landlord / tenant interior 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** | **Indicators** |
| Excellent | 5 | Excellent experience of relevant projects, including experience of landlord/tenant fit out delivering a quality IT environment taking into account its scope, scale and complexity. Fully supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of a quality IT environment. |
| Very good | 4 | Very good experience of relevant projects, including experience of landlord/tenant fit out delivering a quality IT environment taking into account its scope, scale and complexity. Very well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of a quality IT environment. |
| Good | 3 | Good experience of relevant projects, including experience of landlord/tenant fit out delivering a quality IT environment taking into account its scope, scale and complexity. Well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of a quality IT environment. |
| Satisfactory | 2 | Satisfactory experience of relevant projects, including experience of landlord/tenant fit out delivering a quality IT environment taking into account its scope, scale and complexity. Reasonably well supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of a quality IT environment. |
| Poor | 1 | Poor experience of relevant projects, including experience of landlord/tenant fit out delivering a quality IT environment taking into account its scope, scale and complexity. Poorly supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of a quality IT environment. |
| Nil Response/ Very Poor | 0 | Very poor experience of relevant projects, including experience of landlord/tenant fit out delivering a quality IT environment taking into account its scope, scale and complexity. Inadequately supported by details that demonstrate scope, scale, complexity of the work and the methodology used to ensure the delivery of a quality IT environment. |

Please enter your response in the text box provided below which is limited to 4000 characters.

|  |
| --- |
| [Please enter text here - 4000 characters max] |

Complete the tables below to provide confirmation from the Economic Operator’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 Economic Operator.

|  |
| --- |
| **Question D06 - Project 1** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

|  |
| --- |
| **Question D06 - Project 2** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

|  |
| --- |
| **Question D6 - Project 3** |
| Title of Contract  | [Enter title here] |
| The Project Value for this discipline | £[Enter value here] | Building Value | £ [Enter value here] |
| Electrical Value | £ [Enter value here] |
| Mechanical Value | £ [Enter value here] |
| When and where the works were carried out | [Enter text here] |
| Start date | [Enter date here] dd/mm/yyyy  |
| Completion date | [Enter date here] dd/mm/yyyy  |

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

\*For Other Entities and a Group of Economic Operators ‘our organisation and’ should be read as ‘a member of our Group of Economic Operators and Other Entities and I can confirm this as the Lead Enterprise on behalf of the members of the Group of Economic Operators and Other Entities’.

##### 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.**

## References

All client details (in the format outlined in the list below) should be entered in the text box provided for all key projects mentioned in questions [D01] to [D06]:-

Catalyst may elect to contact the clients mentioned in the Contractor’s response to questions in Section C for a reference. Permission to do so will be assumed unless you state any objections.

Project Title:

Project Value: Building

 Electrical

 Mechanical

Fit Out \_\_\_\_\_\_\_\_\_\_\_\_

 Total GBP \_\_\_\_\_\_\_\_\_\_\_\_

Client contact name:

Client contact Tel No:

Client contact email:

**[Please enter client reference details here]**

#

### FREEDOM OF INFORMATION

(i) The Contractor acknowledges that Catalyst is subject to the requirements of the Freedom Of Information Act (FOIA) and the Environmental Information Regulations and shall assist and co-operate with Catalyst (at the Contractor’s expense) to enable the Catalyst to comply with these Information disclosure requirements.

(ii) The Contractor shall ensure that its Sub Contractors and their supply chains shall:-

* transfer the Request for Information to Catalyst as soon as practicable after receipt and in any event within two Working Days of receiving a Request for Information;
* provide Catalyst with a copy of all Information in its possession or power in the form that the Contracting Authority requires within 5 Working Days (or such other period as the Contracting Authority may specify) of the Client requesting that Information; and
* provide all necessary assistance as reasonably requested by the Contracting Authority to enable the Contracting Authority to respond to a Request for Information within the time for compliance set out in section 10 of the FOIA [or regulation 5 of the

Environmental Information Regulations].

(iii) The Contracting Authority shall be responsible for determining at its absolute discretion whether the Commercially Sensitive Information and/or any other Information:

* is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations;
* is to be disclosed in response to a Request for Information, and
* in no event shall the Contractor respond directly to a Request for Information unless expressly authorised to do so by the Contracting Authority.

(iv). The Contractor acknowledges that the Contracting Authority may, acting in accordance with the Secretary of State for Constitutional Affairs’ Code of Practice on the discharge of public authorities’ functions under Part 1 of FOIA (issued under Section 45 of the FOIA, November 2004), be obliged under the FOIA or the Environmental Information Regulations to disclose Information:

* without consulting with the Contractor, or
* following consultation with the Contractor and having taken its views into account.

(v) The Contractor shall ensure that all Information produced in the course of the Contract or relating to the Contract is retained for disclosure and shall permit the Contracting Authority to inspect such records as requested from time to time.

(vi) The Contractor acknowledges that any lists or schedules provided by it outlining Confidential Information are of indicative value only and that the Contracting Authority may nevertheless be obliged to disclose Confidential Information in accordance with Clause 2.4.

#

# Section E - declarations

##### When the Questionnaire has been completed the Contractor must read, sign and submit the declaration below.

I/We confirm that I/we have read and accept the disclaimers set out in the MoI.

I/We certify that the information supplied is accurate to the best of my/our knowledge. I/We understand and accept that false information could result in exclusion from this procurement process.

I/We undertake to notify Catalyst of any changes to the information given in answer to questions in this PQQP that may arise during this procurement process.

I/We 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 of a Public Body. I/We also understand that any such action will empower Catalyst to cancel any contract currently in force and will result in exclusion from this procurement process.

I/We confirm that I/we have not canvassed or solicited any officer or employee of Catalyst in connection with this pre-qualification process and that no person employed by me/us or acting in my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in the future canvass or solicit any office or employee of Catalyst in connection with this pre-qualification process and that no person employed by me/us or acting in my/our behalf will do any such act.

I/We undertake that I/we 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 this pre-qualification process any act or omission.

I/We undertake that I/we will not enter into any agreement or arrangement with any other person that he/she shall refrain from participating in this pre-qualification process.

I/We also undertake that I/we will not at any time discuss with any other person any aspect of our submission, save for the sub contractors being part of our submission, and will procure this same undertaking from those sub contractors.

I/We consider that the information in this Pre-Qualification Questionnaire is sensitive

 If the information supplied in this questionnaire is considered 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]

Signed For and on behalf of Contractor

|  |  |
| --- | --- |
| Signature:  | [Enter text here] |
| Name:  | [Enter text here] |
| Title:  | [Enter text here] |

#

# Receipt of PQQP clarification notes declaration

To – CATALYST

For the attention of M. Watley Esq.

Dear Sir/ Madam,

**Project: CATALYST FORT GEORGE BUILDING 2**

I/ We confirm that we have received and taken into account PQQP Clarification Notes 1 to      in support of the above project.

Yours faithfully

Signed:

Print Name:

Date

Company:

# SECTION F - DOCUMENT RETURN REGISTER

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

|  |
| --- |
| **Document Return Register** |
| AppendixNo | Question Reference | Document | Attached (✓/x) |
| 1 | **[B04a]** | Bank reference and contact details |  |
| 2 | **[B06]** | Letter from insurance brokers re obtaining insurance to the required value |  |
| 3 | **[C01](i) to (iii)** | **Not used** |  |
| 4 | **[C02](i) to (iii)** | **Not used** |  |
| 5 | **[C03](i)** | **Not used** |  |