

PRE-QUALIFICATION QUESTIONNAIRE

This is a template procurers use under the restricted procedure of The Public Contracts Regulations 2006. This template contains the most commonly used sections but it must be amended and tailored by the procurer to suit the requirements of each specific contract opportunity.

Section D – Financial Information contains two sets of questions – one for low risk contracts and one for high risk contracts. Procurer will undertake a risk assessment of the contract with Finance officers to establish if the low risk or high risk questions apply. For more information please see point 1 in the 'PQQ Additional Information' document.

Section E – Health and Safety contains additional questions for high risk contracts. As above, the procurer will undertake a risk assessment of the contract in consultation with Health and Safety officers to establish if the high risk questions apply. The Health and Safety Questions for high risk contracts must be considered alongside the Council's Health & Safety Policy.

Section G – Wording for this section on 'Technical Capacity' has three options for procurers to amend – for works, services or goods contracts. Technical Capacity requires the procuring officer to determine whether a technical question is to be scored and carried a weighting; whether it is for information purposes only or if it is to be evaluated on a pass / fail basis. The relevant option will be indicated 'Note to Organisation' appropriately after each question.

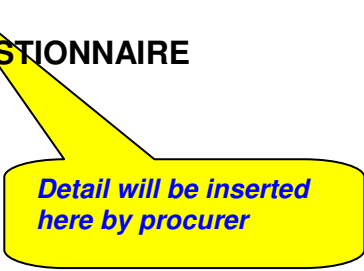
It may be possible that extra information may be required to allow for specific factors in the contract, which have been identified pre tender e.g. community benefit issues.

Other clauses may be included if appropriate to the contract e.g. TUPE..

NORTHUMBERLAND COUNTY COUNCIL

[Name of Contract]

PRE-QUALIFICATION QUESTIONNAIRE



*Detail will be inserted
here by procurer*

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PRE-QUALIFICATION QUESTIONNAIRE

This is only applicable if relevant to the contract. Procurer will delete as appropriate.

INSTRUCTIONS

NOTE TO SUPPLIER:
The following instruction is mandatory and must be adhered to.

Subcontractors

A completed PQQ must be submitted for all named subcontractors.

Complete section A in full.

A. ORGANISATION PROFILE

NOTE TO SUPPLIER:
This section is required for information purposes only.

Please provide the following details:

A1. Business name (or Consortium Name):

A2. Registered or trading name if different:

A3. Type of organisation (e.g. private limited company, partnership, sole trader):

A4. Registered address:

A5. Correspondence address if different from the above:

A6. Address from which the Contract will be provided if different from the above:

A7. Name of ultimate holding/parent company or subsidiary companies including addresses and an explanation of group structure and internal relationships:

A8. Company Registration Number of ultimate holding/parent company or subsidiary companies:

A9. If you have included details of an ultimate holding/parent company above would this company be willing to guarantee your contract performance and enter into any requisite legal documentation?

A10. Indication of the principal areas of business activity of your organisation:

Contact name:	
Contact's position:	
Contact's telephone number:	
Contact's fax number:	
Contact's email address:	
Company/ies registration number(s):	
Place of registration:	
Year established:	
VAT number:	

B. GROUNDS FOR EXCLUSION

NOTE TO SUPPLIER:

This section will be evaluated on a pass/fail basis.

Please confirm that, to the best of your knowledge, the organisation named above is not in breach of the provisions of Regulation 23(1) of the Public Contracts Regulations 2006. <http://www.opsi.gov.uk/si/si2006/20060005#23>

I confirm that the organisation is not in breach of the above provisions

Signed:	
Position	

C. INSURANCE

NOTE TO SUPPLIER:

This section will be evaluated on a pass/fail basis.

Please provide confirmation that you have or, if successful, will buy the following minimum levels of insurance:

Procurer will insert relevant insurance levels here.

	Confirmed
[Public liability £[insert details] million]	YES/NO
[Employers liability £[insert details]]	YES/NO
[Professional indemnity £[insert details]]	YES/NO
[Other]	

A risk assessment of the contract will be undertaken for this section by the procurer in consultation with finance – as low risk or high risk questions apply according to contract.

D. FINANCIAL INFORMATION

NOTES TO SUPPLIER:

1. This section will be evaluated on a pass/fail basis.

2. We may seek evidence relating to the questions below, if required and we reserve the right to use the services of an independent third party to assess your financial standing/appraisal.

The following questions are 'LOW RISK' questions. Factors for consideration as a 'low risk' contract:

- Low value contract
- Low financial exposure of the Council
- Little potential for impact on direct service provision
- Low potential for adverse publicity.

D1. What was your turnover in the last two years (if this applies)?

£ for year ended __ / __ / ____	£..... for year ended __ / __ / ____
--	---

D2. Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?

YES/NO (delete as appropriate)

D3. If the answer to the above question is **no**, what were the reasons, and what has been done to put things right?

--

D4. Has your organisation met all its obligations to pay its creditors and employees during the past year?

YES/NO (delete as appropriate)

D5. If the answer to the above question is **no**, please explain why not:

--

What is the name and branch of your bankers who could provide a reference?

Name	
Branch	
Contact Details	

D6. Have you completed the draft Bankers Letter attached as Appendix 1?

YES/NO (delete as appropriate)

D7. If asked, would you be able to provide **at least one of the following?**

7.1. A copy of your most recent accounts, audited if applicable (for the last two years if this applies)

YES/NO (delete as appropriate)

7.2. A statement of your turnover, profit & loss account and cash flow for the most recent year of trading

YES/NO (delete as appropriate)

7.3. A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position

YES/NO (delete as appropriate)

The following questions are 'HIGH RISK' questions. Factors for consideration as a 'high risk' contract:

- *High value*
- *High potential financial exposure of the Council*
- *High potential impact on direct service provision*
- *High potential for adverse publicity*
- *Requirement for companies to have considerable assets to undertake the contract*

NOTES TO SUPPLIER:

1. This section will be evaluated on a pass/fail basis.

2. We may seek evidence relating to the questions below, if required and we reserve the right to use the services of an independent third party to assess your financial standing/appraisal

D1. What was your turnover in the last two years (if this applies)?

£ for year ended __ / __ / ____	£ for year ended __ / __ / ____
--	--

D2. Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?

YES/NO (delete as appropriate)

D3. If the answer to the above question is **no**, what were the reasons, and what has been done to put things right?

--

D4. Has your organisation met all its obligations to pay its creditors and employees during the past year?

YES/NO (delete as appropriate)

D5. If the answer to the above question is **no**, please explain why not:

--

D6. Have you completed the draft Bankers Letter attached as Appendix 1?

YES/NO (delete as appropriate)

D7. What is the name and branch of your bankers who could provide a reference?

Name	
Branch	
Contact Details	

The following **must** be provided:

D8. A copy of your most recent accounts, audited if applicable (for the last two years if this applies). If not applicable please provide an Accountant's Reference instead

Please tick the box to confirm the above documents are enclosed:	
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The following **may be requested**:

D9. Profit and loss account, balance sheet and cash flow forecast for the current year and a bank letter outlining the current cash and credit position

Please confirm you could provide documents if requested:	Yes	No
--	-----	----

NOTES TO SUPPLIER:

1. Where the organisation is a subsidiary of a group all questions must be answered for both the subsidiary and the ultimate parent.

2. Where this PQQ is being submitted as a consortium, the above information is required for each member organisation

A risk assessment of the contract will be undertaken for this section by the procurer – as low risk or high risk questions apply according to contract.

E. HEALTH AND SAFETY

NOTE TO SUPPLIER:

This section is required for information purposes only.

THIS IS MY ORGANISATION'S COMMITMENT TO HEALTH AND SAFETY:

- To provide adequate control of the health, safety and welfare risks arising from our work activities which may affect workforce or others
- To consult with our workforce on matters affecting health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for workforce
- To ensure all workforce are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To ensure sufficient funds are available to implement this statement; and
- To review and revise this statement as necessary at regular intervals not exceeding 12 months.

You agree to ensure that all your workforce will comply with all relevant health and safety legislation, as well as any instructions from the Council's Supervising/Safety Officers, whilst your organisation undertakes any work on behalf of the Council

Signed	
Name	
Position in Organisation	
Date	

The following questions are additional 'HIGH RISK' questions. Factors for consideration are:

- *Potentially dangerous activities*
- *High potential for adverse publicity*
- *Legislative H&S requirements for contract performance (e.g. asbestos)*

NOTE TO SUPPLIER:

This section will be evaluated on a pass/fail basis.

Responsibility & Structure

E1. Please state the name and position of the person with overall responsibility for health and safety in your organisation together with details of experience and any relevant qualifications.

Name	
Position in Organisation	
Experience	
Qualifications	

E2. Please state the name and position of the person (if different to above) appointed to provide health and safety advice as required by Regulation 7 of the Management of Health & Safety Work Regulations 1999, together with details of experience and any relevant qualifications.

Name	
Position in Organisation	
Experience	
Qualifications	

E3. How many persons does your organisation normally employ?

--

E4. Does your organisation (not individuals within it) have current membership of any trade associations, safety organisations, registration with or accreditation by any accrediting bodies, for example **[CHAS]** or equivalent?

YES/NO (*delete as appropriate*)

E5. If the answer is **yes**, provide details, using full names of associations, bodies and any applicable registration number. Please do not use abbreviations.

--

NOTES TO SUPPLIER:

Organisations are informed that the Council operates a policy that an organisation will pass the Council's Health and Safety requirements on the basis that they participate in [the Contractor Health and Safety Assessment Scheme (CHAS)] ("Scheme")

Organisations will therefore not have to complete the remainder of the Health and Safety section of this Pre-Qualification Questionnaire, if they participate in the Scheme. Organisations who do not participate in the Scheme are required to complete the remainder of the Health and Safety section of this Pre-Qualification Questionnaire.

Policies and Procedures

E6. Does your organisation have a written Health and Safety Policy (covering General Policy, Organisation and Arrangement) as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and issue any codes of safe working practices to workforce?

YES/NO *(delete as appropriate)*

6.1. If the answer is **yes** please enclose a copy of the policy.

6.2. If your organisation does not have a written Health and Safety Policy please give the reason why.

E7. Please state how health and safety policies and procedures are communicated to your workforce and administered within your organisation?

E8. Does your organisation have a procedure for the reporting and recording of accidents and dangerous occurrences in accordance with RIDDOR?

YES/NO *(delete as appropriate)*

E9. Have you enclosed a copy of your procedure for accident reporting, recording and investigation?

YES/NO *(delete as appropriate)*

E10. Please complete the following table in respect of accidents and dangerous occurrences as set out below.

Year	Fatal	Major Injury or "Over 3-Day"	Non-Reportable	Dangerous Occurrences	Reportable ill-health	Near Misses
This year						
Last year						
Year before last						

E11. During the last five years, has the organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work etc Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract?

YES/NO (*delete as appropriate*)

E12. If the answer is **yes**, please provide full details and explain corrective action taken to prevent re-occurrence.

E13. Does your organisation have Risk Assessment Procedures in place for all work activities as required by the Management of Health and Safety at Work Regulations 1999 and associated legislation?

YES/NO (*delete as appropriate*)

E14. If the answer is **yes**, please supply 2 examples of risk assessments and safety method statements for work activity undertaken within the last 12 months. This should include manual handling, COSHH or others that are relevant to your work activities.

Copy of above enclosed if appropriate	Yes	No
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E15. Does your organisation have a health and safety training programme for your workforce to ensure that they are competent for their duties?

YES/NO (*delete as appropriate*)

E16. If the answer is **yes**, please enclose brief details of training courses or programmes undertaken by managers and workforce.

E17. Does your organisation have arrangements in place for consultation with workforce on health and safety matters?

YES/NO *(delete as appropriate)*

E18. Where appropriate, does your organisation undertake health monitoring of workforce?

YES/NO *(delete as appropriate)*

E19. If the answer is **yes**, please provide details.

--

E20. If your organisation uses sub-contractors, do you have a system in place for assessing their competence and the ongoing monitoring and review of their Health and Safety performance?

YES/NO *(delete as appropriate)*

E21. If the answer is **yes**, please provide details.

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E22. Do you have a system in place for monitoring your Health and Safety arrangements including auditing them at periodic intervals and for reviewing them on an ongoing basis?

YES/NO *(delete as appropriate)*

E23. If the answer is **yes**, please provide details including examples.

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Name of Person completing this form	
Position in Organisation	
Contact Tel No	
Email Address	
Date	
Signature	

F. EQUALITY AND DIVERSITY

NOTES TO SUPPLIER:

1. This section will be evaluated on a pass/fail basis

2. We will seek evidence relating to the questions below, if required

F1. Does your organisation comply with its legal obligations relating to the following?

Race	YES/NO <i>(delete as appropriate)</i>
Sexual Orientation	YES/NO <i>(delete as appropriate)</i>
Disability	YES/NO <i>(delete as appropriate)</i>
Age	YES/NO <i>(delete as appropriate)</i>
Religion or Belief	YES/NO <i>(delete as appropriate)</i>
Gender	YES/NO <i>(delete as appropriate)</i>
Human Rights	YES/NO <i>(delete as appropriate)</i>

NOTE TO SUPPLIER:

You must keep up to date with relevant changes in legislation.

F2. In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?

YES/NO *(delete as appropriate)*

F3. In the last three years has your organisation been the subject of a formal investigation on grounds of alleged unlawful discrimination by, for example, the Commission for Racial Equality (CRE), Disability Rights Commission (DRC), Equal Opportunities Commission (EOC) or Equality and Human Rights Commission (EHRC)?

YES/NO *(delete as appropriate)*

F4. If the outcome of either of the last two questions (above) was yes, what action were you required to take as a result of that finding or investigation?

F5. If you were required to take action, what action did you take?

F6. If you were required to take action and no action was taken, please explain why not?

F7. If you were required to take action, did the action taken satisfy the relevant organisation?

YES/NO *(delete as appropriate)*

G. TECHNICAL CAPACITY

This section will vary in content depending of works, services or goods contracts. Also technical questions may be scored and carry a weighting; whether it is for information purposes only or if it is to be evaluated on a pass / fail basis. There may be additional questions appropriate to contract – see below for examples after G15.

SERVICES

G1. Please provide details of services similar in size and nature to those required under this Contract over the past three years including details of when the services were provided, to whom and the total contract value.

Procurer will amend and insert detail appropriate to contract.

NOTE TO SUPPLIER:
[This question carries a weighting of [] of the overall scores]
[This question is for information purposes only]
[This question is to be scored on a pass/fail basis.]

G2. Please provide a statement of the technicians and technical services available to you including a statement of your average annual staffing and number of managerial staff over the past 3 years broken down according to discipline where relevant.

Procurer will amend and insert detail appropriate to contract.

NOTE TO SUPPLIER:
[This question carries a weighting of [] of the overall scores]
[This question is for information purposes only]
[This question is to be scored on a pass/fail basis.]

G3. Please provide details of the tools, plant and technical equipment available for performing the contract.

Procurer will amend and insert detail appropriate to contract.

NOTE TO SUPPLIER:
[This question carries a weighting of [] of the overall scores]
[This question is for information purposes only]
[This question is to be scored on a pass/fail basis.]

G4. Please provide a statement of any of the services which you intend to sub-contract to another person identifying the sub-contractor and the relevant services to be sub-contracted expressed both by value and proportion of contract sum, or proposed proportion (%).

Procurer will amend and insert detail appropriate to contract.

NOTE TO SUPPLIER:
[This question carries a weighting of [] of the overall scores]
[This question is for information purposes only]
[This question is to be scored on a pass/fail basis.]

G5. Please confirm that any sub-contractor you have identified or intend to identify will comply with the standards set out in this PQQ. Please note that the Council reserves the right at any time in the procurement process to seek evidence of this.

Procurer will amend and insert detail appropriate to contract.

NOTE TO SUPPLIER:
[This question carries a weighting of [] of the overall scores]
[This question is for information purposes only]
[This question is to be scored on a pass/fail basis.]

G6. Please provide details of your measures for ensuring quality, details of your quality attestation registrations (if any) for example under ISO9001 or equivalent, details of your approach to contract and project management, service delivery and complaints. Please also provide details of the experience of the person who is responsible for quality standards.

Procurement will amend and insert detail appropriate to contract.

NOTE TO SUPPLIER:

[This question carries a weighting of [] of the overall scores]

[This question is for information purposes only]

[This question is to be scored on a pass/fail basis.]

G7. Please provide the managerial structure you would propose to work to when providing the required services and the educational and professional qualifications of those within the proposed structure.

Procurement will amend and insert detail appropriate to contract.

NOTE TO SUPPLIER:

[This question carries a weighting of [] of the overall scores]

[This question is for information purposes only]

[This question is to be scored on a pass/fail basis.]

G8. Please confirm whether your organisation has ever had a contract terminated within the last 3 years?

Procurement will amend and insert detail appropriate to contract.

NOTE TO SUPPLIER:

[This question carries a weighting of [] of the overall scores]

[This question is for information purposes only]

[This question is to be scored on a pass/fail basis.]

YES/NO *(delete as appropriate)*

G9. If the answer is **yes**, please provide full details.

G10. Please confirm whether your organisation has ever **NOT** had a contract renewed for failure to perform to the terms of the contract?

Procurer will amend and insert detail appropriate to contract.

NOTE TO SUPPLIER:

[This question carries a weighting of [] of the overall scores]
[This question is for information purposes only]
[This question is to be scored on a pass/fail basis.]

YES/NO *(delete as appropriate)*

G11. If the answer is **yes**, please provide full details.

G12. Please confirm whether your organisation has withdrawn from a contract prematurely

Procurer will amend and insert detail appropriate to contract.

NOTE TO SUPPLIER:

[This question carries a weighting of [] of the overall scores]
[This question is for information purposes only]
[This question is to be scored on a pass/fail basis.]

YES/NO *(delete as appropriate)*

G13. If the answer is **yes**, please provide full details.

G14. Please confirm whether your organisation has any outstanding claims or had litigation against it in the last 3 years?

Procurer will amend and insert detail appropriate to contract.

NOTE TO SUPPLIER:
[This question carries a weighting of [] of the overall scores]
[This question is for information purposes only]
[This question is to be scored on a pass/fail basis.]

YES/NO *(delete as appropriate)*

G15. If the answer is **yes**, please provide full details.

Environment

These (Short Form) questions may be asked in addition to above as part of Technical Capacity – If appropriate to contract.

SHORT FORM

Please detail the environmental management measures that you are able to apply when performing the contract by providing either:

- A certificate attesting to conformity to environmental management standards based on the Community Eco-management and Audit Scheme or a relevant European or international standard or from an independent body conforming to EU Law or standards on certification; or
- Any other evidence of environmental management measures equivalent to those above.

During the last three years have any prosecutions been taken, cautions given, notices served or other action taken against your organisation or against any of your directors/management for contraventions of environmental legislation (including town and country planning legislation) in relation to activities similar to those covered by this contract?

YES/NO *(delete as appropriate)*

If the answer to the above question is **yes**, please provide details (including, in the case of prosecutions, details of charges, dates and venues of hearings, verdicts of the court and penalties, if found guilty) and any steps you have taken as a result of this:

Has your organisation ever failed to fulfil the environmental requirements of a previous contract?

YES/NO *(delete as appropriate)*

If the answer to the above question is **yes**, what steps has your organisation taken to ensure this does not happen when performing contracts in the future?

Please read the following statement:

"Our organisation recognises and shares the Authority's commitment to promoting sustainability within the goods, services and works it procures. Our organisation will seek to ensure the contract is performed in such a manner as to facilitate the Authority's commitment to sustainability within this contract.

Our organisation will also seek this commitment from any sub-contractors appointed to deliver this contract."

If your organisation is awarded a contract with the Authority will you abide by the above statement?

YES/NO *(delete as appropriate)*

LONG FORM

The following (Long Form) questions may be asked IN ADDITION to ALL of the above (including the 'short form' questions – if appropriate to contract.

The Council is committed to protecting the environment and ensuring a better quality of life for everyone now and for future generations. Organisations are required to complete the Environmental Questionnaire below.

Responsibility

Please provide the name of your Environmental Contact Officer.

--

Environmental Policy

Does your organisation have an environmental policy?

YES/NO (*delete as appropriate*)

If the answer to this question is **yes**, please tick the box to confirm the above document is enclosed:

--

When was the policy last reviewed?

--

Is your environmental policy publicly available?

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please state where.

--

Objectives and Impacts

Does your organisation set environmental objectives?

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please state your organisation's top 3 environmental objectives and their relevance to your industry.

--

Please state what your organisation considers to be its main environmental impacts.

--

Environmental Management System

Does your organisation have an environmental management system?

YES/NO (*delete as appropriate*)

Is your system externally validated?

YES/NO (*delete as appropriate*)

If the answer to this question is **yes**, please tick the box to confirm a copy of the certificate confirming the certificate number and date of last validation is enclosed:

Has your organisation been accredited with any of the following?

ISO 14001	YES/NO (<i>delete as appropriate</i>)
EMAS	YES/NO (<i>delete as appropriate</i>)
Other – Please specify	

Audits and Performance

Does your organisation carry out regular environmental audits on the impact its activities have on the environment?

YES/NO (*delete as appropriate*)

If the answer to this question is **yes**, please tick the box to confirm a copy of your last audit is enclosed:

Are the audits publicly available?

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please state where.

--

Is the environmental performance of the organisation reported in the Organisation's Annual Report?

YES/NO (*delete as appropriate*)

If the answer to this question is **yes**, please tick the box to confirm a copy of the most recent report is enclosed:

Does the organisation undertake life cycle analysis of the manufacture, use and disposal of its products?

YES/NO (*delete as appropriate*)

Does your organisation participate in any schemes for the collection and recovery of packaging waste for recycling?

YES/NO (*delete as appropriate*)

If the answer to above question is **yes**, please provide details.

Environmental Regulation

The Environment Agency have established the 'NetRegs' website specifically to help small to medium sized businesses identify their legal obligation under environmental law. (<http://www.environment-agency.gov.uk/netregs>)

Please list the environmental legislation which applies to your organisation and its operations.

Waste

Pollution Control/Hazardous Substances

Other – Please specify

Have any prosecutions been taken, cautions given, notices served or other action against your organisation or any of your Directors by any enforcement body responsible for protecting the environment (including a planning authority for breach of planning control)?

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please provide details (including in the case of prosecutions details of charges, dates and venues of hearings, verdicts of the Court and penalties, if found guilty).

Supporting more environmentally – friendly and ethical products

Does the organisation support Environmental Research or Environmental Initiatives?

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please provide details.

--

Do any of the products you manufacture/supply have accreditation for Environmental or sustainable performance, e.g., forestry stewardship Council, EU Eco label or fair trade mark.

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please provide details.

--

Quality Management

In order to assess quality systems, Applicants are required to complete the Quality Management Questionnaire.

Does your organisation operate to a Quality Management System?

YES/NO (*delete as appropriate*)

If the answer to this question is yes , please tick the box to confirm a copy of the Scope and the Quality Policy is enclosed:	
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Is the Quality Management System certified to a recognised standard by a third party certification body (e.g. ISO9001:2000 or service specific equivalent)?

YES/NO (*delete as appropriate*)

If the answer to this question is yes , please tick the box to confirm a copy of the certificate is enclosed:	
--	--

Does your organisation have a structured approach to continuous improvement?

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please provide details.

--

Does your organisation manage suppliers to ensure that programmes of work are met and product quality is satisfactory?

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please provide details.

Does your organisation manage sub-contractors to ensure that programmes of work are met and product quality is satisfactory?

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please provide details.

Does your organisation have controls in place for the receipt, handling and storage of materials, to ensure product integrity?

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please provide details.

Does your organisation segregate or remove non-conforming/defect materials?

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please provide details.

Does your organisation ensure that customer satisfaction is met?

YES/NO (*delete as appropriate*)

If the answer to the above question is **yes**, please provide details.

Please provide details of how your organisation manages work activities and monitors performance?

Please provide details of how your organisation ensures that effective action is taken to prevent re-occurrence of problems in meeting customer's requirements?

Does your organisation set objectives and targets to meet continual improvement?

YES/NO *(delete as appropriate)*

If the answer to the above question is **yes**, please provide details.

Will your organisation participate in Audits which would examine Quality / Environmental and/or Health & Safety systems / records?

YES/NO *(delete as appropriate)*

Social & Economic Questionnaire

Please give examples of your involvement in each of the following, detailing which have been successful, and which have been less successful, and the reasons why.

Targeting recruitment at non-employed people.

Providing trade or operative training opportunities for new entrants to the industry.

Promoting supply-chain opportunities to new and small enterprises.

The development of trade skills in your existing workforce.

--

Equal opportunities recruitment initiatives.

--

Employment of personnel

How does your organisation assess the suitability and competence of potential workers? *(Please indicate as appropriate).*

Do you use:

	YES	NO
Job Descriptions		
Application Forms		
References		
Qualifications		
Inspection of previous work		
Trial period before confirmation of employment		
Personal recommendation		
Interview		
Others <i>(please specify)</i>		

Does your organisation (not individuals within it) have current membership of any trade associations, safety organisations, registration with or accreditation by any accrediting bodies or similar? If so, please provide details.

How many persons does your organisation normally employ (include all types and grades in both totals)?

Directly employed by the organisation?	
Frequently employed labour only sub-contractors, agency staff, consultants or similar?	

State the approximate number of employees in your organisation engaged in the specific type of work for which you are applying.

Categories	No. of Employees who are engaged in this type of work	No. of Employees who will be employed on this contract and details of their specific qualifications
Management		
Professional/Technical		
Admin/Clerical		
Others (<i>Please specify</i>)		

Would your organisation require additional employees for this contract? If so please provide details.

TUPE

The contract need has arisen due to the expiry of the current contract - due to expire **[insert date]**. Applicants should note that it is likely that The Transfer of Undertakings (Protection of Employment) Regulations 2006 will apply to any transfer of the contract from the current contractor to a new contractor. Further details will be provided to those invited to tender.

Please supply the following:

Appropriate experience of and approach to TUPE - demonstrate and provide details of your experience of managing complex employee transfers of at least **[X]** employees in more than one transfer in accordance with TUPE.

H. REFERENCES

Please provide details of three references (OTHER THAN THIS COUNCIL) from the information provided by you in section **G** whom the Council may contact for further information.

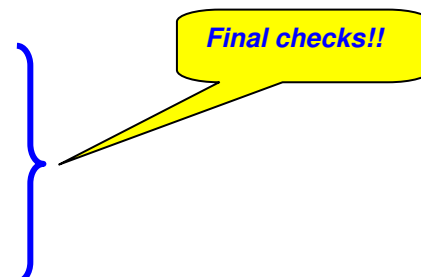
	Reference 1	Reference 2	Reference 3
Name			
Title			

Address			
Tel. No.			
Fax No.			
Email Address			

I. UNDERTAKING

When you have completed the PQQ, please ensure that:

1. You have answered all the questions;
2. You have **provided** all documents requested;
3. You have read and signed the undertaking below.



I certify that the information supplied regarding the Organisation is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the Pre-Qualification Questionnaire. I understand and accept that false information could result in rejection of the application to be selected to take part in the tender process.

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 of a public body. I also understand that any such action will result in rejection of our application to take part in the tender procedure and empower the Council to cancel any contract currently in force.

I understand and agree that if our tender is successful that the Organisation will purchase professional indemnity insurance as required if such insurance is not already held.

I understand and agree to the conditions set out in the Freedom of Information and Environmental Information Statement.

NB This undertaking is to be signed by a Partner, Director or authorised representative i.e. in their name on behalf of the Organisation.

Signed for and on behalf of the Organisation:	
Signed:	
Position/Status in the Organisation:	
Organisation's name:	
Organisation's address:	
Date:	

Date: _____

_____ Bank

Dear Sirs,

Re: Bankers Reference

I confirm that, by authority of this letter, I give permission for:

Northumberland County Council
County Hall
Morpeth

To be supplied with a current bank reference in respect of:

Account Name: _____

Account Number: _____ (12345678)

Sort Code: _____ (99-99-99)

Branch: _____

Any costs associated with this reference are to be met by us.

Yours faithfully
