



ORKNEY
ISLANDS COUNCIL

Dynamic Purchasing Application Form

**Building and Civil Engineering works 1 July 2018 –
30 June 2023**

Works up to £50,000

Guidance Notes for Completion of Pre-Qualification Questionnaire

Questionnaire Purpose

The purpose of this questionnaire is to allow us to identify suitably qualified and experienced Contractors who will undertake works up to a value of £50,000.

Questionnaire Responses

Only information provided as a direct response to the questionnaire will be evaluated. **Potential contractors should respond to the questionnaire on the basis that the contracting authority has no prior knowledge of their organisation.** Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. Marketing material should not be included.

Supplementary documentation may be attached to the questionnaire where bidders have been directed to do so. Such material must be clearly marked with the name of the organisation and the question to which it relates. Please note that the Authority may require clarification of the answers provided or ask for additional information.

Bidders should be aware that erroneous or incorrect responses may result in their removal from the tender list(s). In the event that this is only discovered once invitations to tender have been issued, the bidder may be required to return the tender documents which will be deemed void. In the case where the error or misrepresentation is not discovered until after the contract is awarded, the Authority reserves the right to terminate the contract and all costs incurred by us as a result of the termination shall be recoverable from the provider under the contract.

Questionnaire

1. Contract title

Dynamic purchasing application form, for works up to £50,000

2. Timetable

Return of questionnaire: Questionnaires may be returned at any time between 1st July 2018 and 30th June 2023

3. Explanation of the requirement

Orkney Islands Council invites expressions of interest from suitably qualified and experienced contractors who would be interested in providing services that maintain, upgrade, extend, demolish, service, test the council's property estate.

Works up to £10,000

Within this category contractors will be required to respond to individual works orders for reactive repairs including providing an emergency response service within the following areas: - Flotta, Hoy, Shapinsay, Rousay, Egilsay, Wyre, Stronsay, Eday, Sanday, Westray, Papa Westray, North Ronaldsay, Graemsay.

Our term contractor delivers services on the Orkney Mainland and therefore opportunities to undertake works will be limited.

Quick quotes between £10,000 and £50,000

Quotations for works with a value of between £5,000 and £50,000 will no longer be advertised in the local press. Quotations will be sought directly from those approved contractors via the quick quote process on www.publiccontractsscotland.gov.uk. To participate in the quotation exercise, contractors need to be registered with PCS, PCS entry is free.

General information

In establishing this approved contractor's list, the Council does not guarantee any minimum level of expenditure, quantity, allocation or value of work or inclusion in any quotation or tendering exercise. The allocation of work will be determined by the prevailing circumstances and may relate to the availability of internal resources, the contractor's availability, location, trade discipline, performance monitoring (including health and safety monitoring) and the ability of the contractor to respond to a specific requirement in a specific area.

Inclusion on the approved contractors list will be for a period of three years, subject to an annual review.

4. Contact details

Authority name	Orkney Islands Council Development and Infrastructure
Address	School Place Kirkwall

	Orkney
Post code	KW15 1NY
Telephone number	01856 873535
Fax number	01856 876094
E-mail address	Gwyn.evans@orkney.gov.uk

Any questions relating to this document should be addressed to the above contact.

Background information

All personal information supplied will be treated as confidential and will be subject to the Data Protection Act 1998.

1.	Name of Organisation (Organisation either tendering or acting as lead contact where a consortium bid is being submitted)	
2.	Address for all correspondence (Including town/city and postcode)	
3.	Contact details for enquiries (Contact name and title)	
4.	Telephone Number (Including Dialling Code)	
5.	E-mail address of the contact	
6.	Address of Registered Office (Property name, street, town, county, postcode if applicable)	
7.	Nature of Organisation (E.g. Plc. Partnership etc.)	
8.	Names of the current company directors, or any other person having powers of representation or control of the organisation (This information is subject to the Data Protection Act 1998) Prospective bidders should be aware that information supplied maybe used to ensure that the information you provide is valid	
9.	VAT Registration Number (or alternative EU registration number)	
10.	Is your organisation registered at companies house or Registered with an appropriate trade or professional register(s) (as set out in Regulation 23 (4) (j) of the Public Contracts (Scotland) Regulations	<input type="checkbox"/> Yes <input type="checkbox"/> No

	2012) under the conditions laid down by that member state. In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the candidate is carrying on business in the trade in question in the UK at a specific place of business and under a specific trading name.	
11.	If you have answered 'yes' to the above question then please provide your registration number.	

Declaration

I confirm that the answers given on this questionnaire are true, complete, accurate and not misleading.	
Company Name:	
Signed:	
Print Name:	
Title:	
Date:	

Tick work categories value column that you are interested in

Works to be considered for	Up to £10,000	Up to £25,000	Up to £50,000
Construction works			
1. Building works			
2. Joinery works / ceiling & partition works			
3. Roofing works			
4. Electrical works			
5. Plumbing & mechanical works			
6. Groundworks, landscaping (inc fencing)			
7. Blacksmiths & forgemasters works			
8. Plastering & rendering			
9. Flooring			
10. Painting & decorating			
11. Cleaning			
12. Testing & servicing			
Civil Engineering Works			
13. Marine works			
14. Roads and structures			
15. Hydrographic surveys			
16. Diving and ROV services			
17. Environmental Studies			

Tick areas that you are interested in

Areas where you are prepared to work		Areas where you are prepared to work	
Flotta		Eday	
Hoy		Sanday	
Shapinsay		Westray	
Rousay		Papa Westray	
Egilsay		North Ronaldsay	
Wyre		Stronsay	
Graemsay		Orkney Mainland	

Criminal convictions and business probity – to be completed by all applicants

Criminal convictions and business probity - Mandatory Exclusions

Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed **will result** in your exclusion from this procurement process or the termination of any subsequent contract that may be awarded to you.

Please indicate if the organisation or its directors or any other person(s) having powers of representation, decision or control of the organisation been convicted of any of the following offences

12.	The common law offence of conspiracy where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008//841/JHA) or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption as defined in Article 3 of the Council Act of 26th May 1997 and Article 3 (1) of the Council Joint Action 98/742/JHA;	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Bribery or corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003 where the offence relates to active corruption, or bribery within the meaning of sections 1 or 6 of the Bribery Act 2010;	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	The common law offence of incitement to commit a crime.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Communities, within the meaning of –	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<ul style="list-style-type: none"> - the offence of cheating the Revenue; - the common law offence of fraud; - the common law offence of theft or fraud; - fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006; - fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; - an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; - the common law offence of uttering; or - the common law of attempting to pervert the course of justice 	
17.	money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002 or the Money Laundering Regulations 2007, or an offence in connection with proceeds of drug trafficking within the meaning of sections 49, 50 or 51 of the Drug Trafficking Act 1994; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant state	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Criminal convictions and business probity - Discretionary Exclusions</p> <p>Failure to disclose information relevant to this section or misrepresentation in relation to the information disclosed may result in your exclusion from this competition or the termination of any subsequent contract that may be awarded to you.</p> <p>Please indicate if your organisation or its directors or any other person(s) having powers of representation, decision or control of your organisation has been convicted of any of the following offences.</p>		
19.	Are you an individual in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy	<input type="checkbox"/> Yes <input type="checkbox"/> No

	restriction order or a debt relief restriction order made against them or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986(d), or article 242 of the Insolvency (Northern Ireland) Order 1989(e), or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of your estate, or is the subject of any similar procedure under the law of any other state?	
20.	Are you are bidding as a partnership constituted under Scots law that has been granted a trust deed or become otherwise apparently insolvent, or the subject of a petition presented for sequestration of your estate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21.	Are you a company or any other entity within the meaning of section 255 of the Enterprise Act 2002(f) which has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of the above procedures or is the subject of similar procedures under the law of any other state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
22.	Has the organisation been convicted of a criminal offence relating to its business or professional conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
23.	Has the organisation committed an act of grave misconduct in the course of its business or profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24.	Has the organisation failed to fulfil obligations relating to the payment of social security contributions in	<input type="checkbox"/> Yes <input type="checkbox"/> No

	accordance with the legal provisions of the United Kingdom or the country in which it is established?	
25.	Has the organisation failed to fulfil obligations relating to the payment of taxes in accordance with the legal provisions of the United Kingdom or the country in which it is established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26.	Is the bidding organisation guilty of serious misrepresentation in providing any information referred to in this PQQ or has not provided such information in response to a request by the contracting authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
27.	<p>If you have answered "Yes" to any of the above discretionary exclusions then please state any remedial action you have taken.</p> <p>Your responses may be considered by the Authority when deciding on the selection process.</p>	

Insurance – To be completed by all applicants

It is a requirement of the Approve list that bidders hold the levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = £5,000,000

Public Liability Insurance = £5,000,000

Professional Indemnity Insurance = £5,000,000* Applicable to consultants only

Please confirm below whether you already have or can commit to obtain, prior to the commencement of the contract (or, if applicable, the framework agreement), the levels of insurance cover indicated. Bidders that do not have, or cannot commit to obtain, the required levels of insurance may be excluded from further participation in this procurement exercise.

28.	<p>Employer's (Compulsory) Liability Insurance (if applicable as this does not apply to sole traders)</p> <p>(See guidance at http://www.hse.gov.uk/pubns/hs40.pdf)</p>	<input type="checkbox"/> Yes, I already have this <input type="checkbox"/> I do not currently have but I am willing to obtain <input type="checkbox"/> No, I do not have and I am not willing to obtain <input type="checkbox"/> Not applicable – I am a sole trader
29.	Public Liability Insurance	<input type="checkbox"/> Yes, I already have this

		<input type="checkbox"/> I do not currently have but I am willing to obtain <input type="checkbox"/> No, I do not have and I am not willing to obtain
30.	Professional Indemnity Insurance	<input type="checkbox"/> Yes, I already have this <input type="checkbox"/> I do not currently have but I am willing to obtain <input type="checkbox"/> No, I do not have and I am not willing to obtain
31.	<p>Please provide copies of your current insurance certificates relating to the requirements above.</p> <p>The documents/evidence should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.</p> <p>or</p> <p>A letter from your insurance broker confirming you will be able to obtain the relevant insurance.</p>	

Note: Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed may result in your exclusion from this competition or the termination of any contract that may be awarded to you.

Conflict of interest – To be completed by all applicants

32.	Are there any actual or potential conflicts of interest between the Authority and the Bidder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
33.	If the answer to the above question is 'yes', please provide details and explain how you intend to avoid any such conflicts.	

Membership of trade or professional body – To be completed by all applicants

It is a requirement of this procurement exercise that bidders applying for mechanical and or electrical works are a member of a relevant professional body. Please identify below which one(s) you are members of.

34.		
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Technical or professional capability - To be completed by all applicants

Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirements of the contract. Bidding organisations may demonstrate their experience in delivering goods services or works similar to the current requirement by using examples from:

- Within their own organisation (bidders may rely on the experience of personnel that they intend to use to carry out the current requirement, even if that experience was gained whilst working for a different organisation)
- Other consortium members (where a consortium bid is being proposed)
- Named sub-contractors (where sub-contractors are being used and their identity is known at PQQ stage)

Bidders should be aware that they may be asked to confirm at the invitation to tender stage that there has been no material change to the skills, experience and resources available to them since submitting their PQQ.

Please provide two examples below:

35.	<p>Please provide your first relevant example that demonstrates your organisations, experience in delivering services or works. For services contracts your examples must be from within the last three years and for works contracts your examples must be from within the last five years.</p> <p>The information you provide should cover the following areas</p> <ul style="list-style-type: none"> - - a description of the goods works or services delivered, - contract value & dates. - previous or current customer details, - details of where you have been able to demonstrate added value through the adoption of innovative solutions. <p>Either use the space provided or attach a document to your</p>	
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	response, which should be no longer than 2 pages of A4	
36.	<p>Please provide your second relevant example that demonstrate your organisations, experience in delivering services or works.</p> <p>For services contracts your examples must be from within the last three years and for works contracts your examples must be from within the last five years.</p> <p>The information you provide should cover the following areas</p> <ul style="list-style-type: none"> - - a description of the goods works or services delivered, - contract value & dates. - previous or current customer details, - details of where you have been able to demonstrate added value through the adoption of innovative solutions. <p>Either use the space provided or attach a document to you response, which should be no longer than 2 pages of A4</p>	
37.	<p>In relation to the 2 examples above please attach confirmation that the requirements were delivered successfully e.g. acceptance/completion certificates or customer's written declaration (if available).</p> <p>Guidance</p> <p>Buyers should not mark –down or discriminate against bidders that are unable to provide acceptance/completion certificates or customer's written declaration.</p>	
38.	<p>Please provide a statement of the professional and technical skills available within your organisation.</p>	

	<p>Guidance The Buyer will use the information you provide to evaluate whether your organisation have the required professional and technical skills to deliver the requirement.</p>	
39.	<p>Please confirm whether or not your organisation, have:</p> <ul style="list-style-type: none"> - defaulted on the delivery of a contract within the last 3 years (services) or 5 years (works)? - had a contract cancelled, or not renewed, for failure to perform within the last 3 years (services) or 5 years (works)? <p>If any of the above applies please provide an explanation of the action you have taken to prevent a re-occurrence.</p> <p>Guidance The buyer will use the information to determine whether you have a successful record of delivery.</p>	