

# Guidance notes on submitting an Expression of Interest

Main works contractor

## Canada Water library, learning and resources centre



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This is a guidance note on submitting an Expression of Interest for main works contractor for the construction of the Canada Water library, learning and resources centre.

The application pack consists of three distinct documents:

- **Information for applicants**

The purpose of this document is to provide the applicant with all the necessary project information to assist in the submission of an Expression of Interest.

- **Quality submission requirements**

This document sets out the requirements for your quality submission which is mandatory.

- **Pre-qualification questionnaire**

This document is a mandatory questionnaire.

Please read this document carefully before completing the pre-qualification questionnaire and preparing your quality submission.

# How to submit an Expression of Interest

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## **A valid Expression of Interest will consist of three parts:**

- A fully completed pre-qualification questionnaire with supporting documentation
- A quality submission with supporting documentation
- A signed declaration

Your completed pre-qualification questionnaire with supporting documentation and your quality submission are to be submitted as separate documents.

Completed copies of your Expression of Interest should be addressed and returned to:

**Andrew Brown, Major projects directorate, Southwark Council, Coburg House,  
63-67 Newington Causeway, London SE1 6BD.**

## **The deadline for Expression of Interest submissions is 12 noon on 14 December 2007.**

Late submissions will not be accepted and it will not be possible to submit entries via email.

Applicants should note that first class post does not necessarily guarantee next day delivery and should plan their submission schedule accordingly.

Please note that any additional material submitted with your application will not be used in evaluating your application.

All enquiries regarding the Expression of Interest should be made in writing to:

**Andrew Brown, Major projects directorate, Southwark Council, Coburg House,  
63-67 Newington Causeway, London SE1 6BD.**

Tel: 020 7525 5538

Fax: 020 7525 4916

Email: [andrew.brown@southwark.gov.uk](mailto:andrew.brown@southwark.gov.uk)

## **The deadline for receipt of queries is 5pm on 7 December 2007.**

The contract is being tendered in accordance with the requirements of the restricted procedure of the public procurement regulations. The information you provide in the pre-qualification questionnaire and supporting documents together with your quality submission will be evaluated and used to shortlist applicants for tender.

The evaluation process may take some time and may require further information. The person named at question A4 in the pre-qualification questionnaire will be contacted if this is the case. Any delay to the procurement timetable will be notified in writing or by e-mail.

The evaluation will enable the council to establish the extent to which applicants are able to demonstrate that they meet the council's minimum pre-qualification requirements and quality standards.

**Please note:**

If you have a full version of Adobe Acrobat you may complete the following documents on screen:

- pre-qualification questionnaire
- reference section in the quality submission requirements

The council will not reimburse any expense incurred by the applicants in preparing their responses to the pre-qualification questionnaire and quality submission requirements or their tender.

Where UK legislation has been cited, the question should be answered as though the equivalent legislation in the European state in which your firm is registered has been cited.

**Pre-qualification questionnaire**

The submission of a fully completed pre-qualification questionnaire and supporting documentation where requested is mandatory.

The completed document which relates to the following evaluation criteria will be evaluated on a pass or fail basis:

- 1 Legal capability
- 2 Financial stability of organisation
- 3 Equal opportunities policy
- 4 Health and safety policy
- 5 Environmental policy
- 6 Quality management

# Quality submission requirements

The submission of a quality statement is mandatory. There are seven quality evaluation criteria against which your responses will be evaluated and marked. The weightings for each criterion are as follows:

## Evaluation criteria

Evaluation criteria		Percentage weighting %
1	Buildability	25%
2	Site organisation and logistics	25%
3	Interfacing with third party contractors and suppliers	20%
4	Sourcing suppliers and sub-contractors	10%
5	Management team and organisation	10%
6	References	10%
TOTAL		100%

# Guidance notes by section

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## Pre-qualification questionnaire - instruction notes for completion

Applicants are required to return TWO paper copies of the pre-qualification questionnaire and supporting documents together with the pre-qualification questionnaire summary of enclosed documents, one copy bound and one copy unbound in a lever arch folder or ring binder with dividers to separate the response to each criteria. This allows easy navigation by the evaluation team.

Failure to complete the pre-qualification questionnaire in full or to provide any of the documents requested may result in your Expression of Interest being rejected or you not being considered for inclusion in the shortlist of companies invited to tender.

Where insufficient space has been provided in the pre-qualification questionnaire, the applicant may append additional sheets, although applicants should keep answers as pertinent as possible. Each such sheet and all supporting documents sent should be clearly marked with the numbers of the sections and questions to which they relate.

If there are any significant changes to the information supplied in the pre-qualification questionnaire after you have submitted your Expression of Interest you must let the council know.

**You should note that the financial and legal evaluations will be based on the information and records submitted to the council. You may not be shortlisted if relevant information and records have not been provided by the return date.**

Please note that whenever used in this questionnaire the term 'organisation' refers to a sole proprietor, partnership, incorporated company, co-operative, voluntary organisation or registered charity, as appropriate. The term officer refers to any director, company secretary, partner, associate or other person occupying a position of authority or responsibility within the organisation.

Unless instructed otherwise when answering the questions, please give details that relate specifically to the organisation, not to the whole of the group if your organisation forms part of a group.

**Please do not include general marketing or promotional material.**

Please answer all the questions for your organisation not for the group if you are part of a group of companies. Where, however group policies, statements etc are normally used in your organisation please indicate clearly and enclose copies of the relevant documents.

The application must be made in the name of the organisation or division of an organisation that, if successful, will be invited to tender and to which any subsequent contract might be let.

Wherever requested please include the supporting documents clearly marked with the question number to which they refer.

**Please note:** The information given will be treated as confidential.

The information you give in this questionnaire and the quality submission will be used to shortlist the applicants to be invited to tender. However, any invitation to tender based on this questionnaire and/or quality submission does not imply any representation by the council as to your financial stability, technical competence or ability in any way to supply the service.

Pre-qualification questionnaires and/or quality submissions received after the closing time and date which, is shown at the beginning of this document and in the covering letter, will not be considered.

### Advice on completing the questions:

#### A Company information

Q. A1 Please give the registered name of your organisation. If you also have a trading name please show this in brackets (T/A.....)

Q. A4 The person identified here will be the first point of contact for general enquiries about your application.

Q. A8 If you do not have a VAT number please state 'not applicable'

Q. A10 Provide a brief description of the main business of each part of the organisation and the names and addresses of the holding companies and subsidiaries together with a structure chart showing the linkages.

#### B Financial information

Q. B1 The person identified here will be contacted if additional financial information is required.

Q. B3 Please enclose a letter on your headed paper and addressed to your bank confirming the Southwark Council may request a reference if desired.

Q. B5 If you have been trading for less than 3 years please complete this question for the relevant amount of time.

Q. B6 If you have been trading for less than 3 years please provide audited accounts for the number of years available.

Q. B8a If you are unable to answer questions B5 to B7 because you do not have audited accounts please provide a financial statement, names and addresses for independent sources from which the council may obtain financial references and, if possible a copy of your balance sheet and profit and loss statement.

Q. B17 (Employers liability insurance) Not applicable to sole proprietors.

Q. B19 (Professional indemnity insurance) Only to be provided if relevant to the contract.

Q. B20 See note for B19.

### **C Equal opportunities**

Q. C2. The race relations/equal opportunities policy you submit will be assessed for compliance with the Race Relations Act 1976, The Race Relations (Amendment) Act 2000 and observation of the Commission for Racial Equality's Code of Practice in Employment. A summary of the main points is provided below. Please ensure that you provide the necessary details and documentation with your application, for example copies of monitoring forms used for applicants and staff members, copies of job adverts etc.

Your policy will be assessed in relation to the number of permanent, full-time staff you employ.

Organisations with:

Less than five employees should submit a policy statement

Five or more employees should address points one to four

50 or more employees should address points one to eight

250 or more employees should address points one to eight and supply additional information in relation to points nine to 12.

- 1 Written racial equality policy (or equal opportunities policy) covering at least recruitment, selection, training, promotion, discipline and dismissal and victimisation, discrimination & harassment, making it clear that these are disciplinary offences in the organisation.

Identification of the person responsible for implementing the policy

How the policy is communicated to employees.

- 2 Effective implementation of the policy in recruitment practices including adverts.
- 3 Regular reviews of the policy
- 4 Regular monitoring of the number of job applicants from different ethnic groups.
- 5 Written instructions to managers/supervisors on racial equality in recruitment, selection, training, promotion, discipline and dismissal of staff. These may be general instructions in staff manuals.
- 6 Training in racial equality for managers and those responsible for recruitment.
- 7 Monitoring of the number of job applicants from different ethnic groups and the number of employees from different ethnic groups and by grade and section.

- 8 Action to check that steps are being taken to make changes where there is under representation of particular ethnic groups.
- 9 Regular consultation on race equalities issues within the workforce.
- 10 Regular ethnic monitoring of selection, transfer, training, promotion, discipline and dismissal.
- 11 Mention in the organisation's recruitment advertisements and publicity material of its arrangements for offering equal opportunities.
- 12 Action to address any under representation of any group to:
  - Check that criteria 1 – 3, 5, 6, 9 & 11 are being used effectively.
  - Take advice about appropriate action from officers from the CRE, Racial Equality Council's or the Race Relations Employment Advisory Service, all of whom offer free advice.

## **D Health and safety**

Q. D1 The person identified here will be the first point of contact for further information regarding health and safety matters.

## **E Environmental considerations**

This section is only to be completed with those details relevant to the contract or service provision.

## **F Quality assurance**

Please provide evidence that you have either acquired, are in the process of acquiring, or are working in accordance with recognised quality management systems.

Q. F3 The person identified will be the first point of contact for further information on quality management.

## **Quality submission requirements - instruction notes for completion**

Applicants are required to return TWO copies of the quality submission together with the quality submission summary of enclosed documents, one bound and one unbound in a lever arch folder or ring binder with dividers to separate the response to each criteria. This allows easy navigation by the evaluation team.

You should also submit ONE electronic copy of your quality submission on a disc.

You are required to make a separate quality submission of not more than 20 A4 pages, minimum font size ten which will be evaluated in relation to the criteria.

Supplementary documents should be provided as listed at the rear of the quality submission requirements.

Applicants must ensure that they respond carefully and in full to each of the questions posed, cross referencing to the criteria. The response should be structured and numbered in the same way so that it is clear to which questions each part of the response relates. Respondents should ensure that, in answering each question, the essential elements of their response are not obscured by the provision of excessive detail.

# Declaration

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When you have completed the pre-qualification questionnaire and quality submission, please ensure you read and sign the declaration on the following page to signify that the information provided is correct.

Please return this declaration in duplicate together with your pre-qualification questionnaire and quality submission.

# Declaration document

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I/We certify that the information supplied is accurate, to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the questionnaire.

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 and that any such action will empower the council to cancel any contract currently in force and will result in my/our exclusion from the tendering process.

Signed:

For and on behalf of:

Date:

**Please note**, the term 'organisation' refers to: sole proprietor, partnership, incorporated company, co-operative as appropriate. The undertaking should be signed by the applicant, a partner or authorised representative in his/her own name and on behalf of the firm.