



Pre-qualification Questionnaire Design Team Services

for the
Refurbishment of the
British High Commission
New Delhi, India

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The Foreign & Commonwealth Office

DFID Department for
International
Development

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1.0 Guidance Notes

- 1.1 The Foreign & Commonwealth Office (FCO) is seeking applicants [a single point of design responsibility with a proven track record] for the refurbishment, restack and possible extension of the British High Commission, New Delhi, India.
- 1.2 It is important to answer all of the questions as fully as possible. Your request for inclusion will not be considered if all of the questions are not answered or if other documents requested within the pre-qualification questionnaire are not provided.
- 1.3 For all enquiries associated with this pre-qualification questionnaire, please write to:
- 1.4 Luke Heywood
Gleeds Management Services
3 Broadway
Broad Street
Birmingham
B15 1BQ
e-mail: luke.heywood@gleeds.co.uk
- 1.5 Three hard-copies of the completed PQQ must be delivered by **11:00 Hrs (BST) Friday, 19th June 2009**. Electronic copies of the PQQ will not be accepted on this occasion. Hard copies should be sent to:
- 1.6 Terry Wilson
Foreign & Commonwealth Office
Corporate Procurement Group – Estate Contacts
Room 1/100, Old Admiralty Building
London
SW1A 2PA
United Kingdom
- 1.7 No information contained in this PQQ or in any communication made between the Foreign & Commonwealth Office (“the Authority”) and any Potential Provider in connection with this PQQ shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this PQQ. The Authority reserves the right to terminate the process at any time. Under no circumstances shall the Authority incur any liability in respect of this PQQ or any supporting documentation.
- 1.8 This PQQ sets out the information which is required by the Authority in order to assess the suitability of Potential Providers in terms of its technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirement. During the PQQ stage, the intention is to arrive at a Short List of between [4] and [6] qualified providers for formal Invitation To Tender against the requirement as advertised in OJEU Notice OJ/S S 103 30/05/2009 148854-2009-EN.

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- 1.9 Potential Providers must adhere to the format of this PQQ when answering the questions. Where questions cannot be answered fully, please provide relevant explanation and details.

2.0 Outline Timetable

- 2.1 Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Authority does not intend to depart from the timetable it reserves the right to do so at any stage.

Date or [Target Date]	Activity
Early June 09	OJEU notice published with PQQ made available to Potential Providers.
Mid June 09	PQQ Return Date
Early July 09	Evaluation of pre-qualification questionnaires
End of July 09	Invitation to tender issued to selected providers
Early September 09	Tender Return Date.
Mid September 09	Evaluation of tenders completed
Mid October 09	Contract Award

3.0 Additional Information

- 3.1 Applicants are invited to complete the attached PQQ and to submit it, together with any requested supporting information, to the FCO (see 1.6) by the due date for return.
- 3.2 All requests for clarification or further information in respect of this PQQ should be addressed to the named Gleeds Management Services (see 1.4). No approach of any kind in connection with this PQQ should be made to any other person within, or associated with, the Authority.
- 3.3 This PQQ is being provided on the same basis to all Potential Providers.
- 3.4 The Authority expressly reserves the right to require a Potential Provider to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this PQQ.
- 3.5 The Authority will not reimburse any costs incurred by Potential Providers in connection with preparation of their responses to this PQQ.

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4.0 Freedom of Information

- 4.1 The Applicant acknowledges that the Employer is subject to the requirements of the Code of Practice on Access to Government Information (2nd Edition), the FOI Act and the Environmental Information Regulations and shall assist and cooperate with the Employer (at the Applicant's expense) to enable the Employer to comply with these Information disclosure requirements.
- 4.2 The Applicant shall and shall procure that its sub-contractors shall:-
- a) transfer the Request for Information to the other Party as soon as practicable after receipt and in any event within two Working Days of receiving a Request for Information;
 - b) provide the Employer with a copy of all Information in its possession or power in the form that the Employer requires within [five] Working Days (or such other period as the Employer may specify) of the Employer requesting that Information; and
 - c) provide all necessary assistance as reasonably requested by the Employer to enable the Employer to respond to a Request for Information within the time for compliance set out in section 10 of the FOI Act.
- 4.3 The Employer shall be responsible for determining at its absolute discretion whether:-
- a) the Information is exempt from disclosure under the Code of Practice on Access to Government Information (2nd Edition), the FOI Act and the Environmental Information Regulations;
 - b) the Information is to be disclosed in response to a Request for Information, and in no event shall the Applicant's respond directly to a Request for Information unless expressly authorised to do so by the Employer.
- 4.4 The Applicant acknowledges that the Employer may, acting in accordance with the Department of Constitutional Affairs' Code of Practice on the Discharge of Functions of Public Authorities under Part I of the Freedom of Information Act 2000, be obliged under the Code of Practice on Access to Government Information (2nd Edition), the FOI Act, or the Environmental Information Regulations to disclose Information:-
- a) without consulting with the Applicant, or
 - b) following consultation with the Applicant and having taken its views into account.
- 4.5 The Applicant 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 Employer to inspect such records as requested from time to time.
- 4.6 The Applicant acknowledges that any lists or schedules provided by it outlining Confidential Information are of indicative value only and that the Employer may nevertheless be obliged to disclose Confidential Information.

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5.0 Instructions for Completion

- 5.1 Potential providers should follow the instructions outlined below when completing this PQQ.
- 5.2 Potential providers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Potential Provider's organisation, this should be indicated, with an explanation.
- 5.3 Questions should be answered in English.
- 5.4 The information supplied will be checked for completeness and compliance before responses are evaluated.
- 5.5 Failure to furnish the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that a Potential Provider is not invited to participate further.

6.0 Submission of Completed Pre-Qualification Questionnaires

- 6.1 For paper tenders: Three (2) copies of the completed pre-qualification questionnaire should be sent in a plain envelope with the following reference included in the bottom left corner [*155: PQQ BHC, ND, India*] and returned to the Authority. The Authority does not accept responsibility for the premature opening or mishandling of envelopes that are not submitted in accordance with these instructions.
- 6.2 The responses must be sent to the Authority (see 1.6), no later than **11:00 Hrs (BST) Friday, 19th June 2009**. Please note that completed PQQs received after the closing date may be rejected.

7.0 Consortia and sub consulting

- 7.1 Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided (as indicated in the PQQ) in respect of consortium members or sub-consultants who will play a significant role in the delivery of the requirements. Responses must enable the Authority to assess the overall consortia or core supply base.

8.0 Queries about the procurement

- 8.1 The Authority will not enter into detailed discussion of the requirements at this stage.
- 8.2 Any questions about the procurement should be submitted in writing [e-mail] see 1.4
- 8.3 If the Authority considers any question or request for clarification to be of material significance, both the question and the response will be communicated, via the FCO's webpage:
www.fco.gov.uk/en/about-the-fco/working-for-us/contracts-procurement/contracts

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9.0 Provide a point of contact

- 9.1 Potential providers are asked to include a single point of contact in their organisation for their response to the PQQ. The Authority will not be responsible for contacting the Potential Provider through any route other than the nominated contact. The Potential Provider must therefore undertake to notify any changes relating to the contact promptly.

10.0 Provider selection

- 10.1 The objective of the qualification process is to assess the responses to the PQQ and select Potential Providers to proceed to the next stage of the procurement.

- 10.2 The Authority may disqualify any Potential Providers who fails to:

- comply with the requirements of Regulation 23 and/or fails to certify at Part I that it has fulfilled these requirements
- provide a satisfactory response to any questions in the PQQ or inadequately or incorrectly completes any question
- submit its completed PQQ after the deadline
- current asset Vs current liability = current ratio of less than 1

- 10.3 The Potential Providers who comply with the above grounds shall be evaluated on the qualification criteria listed in the PQQ which takes into account the economic and financial standing and the technical or professional ability of the Potential Provider. A shortlist of Potential Providers will be drawn up and invited to tender.

- 10.4 Evaluation of tenders at the award stage will be undertaken in accordance with the high-level evaluation criteria that will be published in the invitation to tender documentation.

11.0 Project Information

- 11.1 The Foreign & Commonwealth Office (FCO), mid last year, commissioned an architect to undertake a strategic review and masterplan of the existing estate within the New Delhi compound, India. The RIBA Stage A/B feasibility was completed during May 2009.

- 11.2 At the same time as when the strategic review and masterplan was being undertaken for the FCO, DFID had also been developing a separate project whereby they were planning to construct a new separate stand-alone office building within the FCO's compound. The proposals reflected new office accommodation over three floors for approximately 100 staff. The scheme that was undertaken for DFID has been completed to a RIBA Stage D status and is, at the moment, on hold.

- 11.3 DFID's current premises in New Delhi, have been occupied since 2000. With the increase in rates, as well as the downsizing of staff numbers over recent years, this has led DFID to consider a more suitable and effective solution.

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- 11.4 The BHC accommodates approximately 200 staff across all five floors of the British High Commission (BHC). The operation and size of various departments at Post has varied, with a 25% increase in staff numbers in recent years. The current workstation layout is inefficient and inflexible, providing significantly fewer workstations than should possibly be in a building of this size. Generally, the staff has an average of 18m² net internal area per person whereas the British Council for Offices recommends a range of 4m² to 6m² for specific individual task-based workstation activities
- 11.5 The FCO and DFID are now together exploring whether the existing British High Commission (BHC) 1950's office building could in fact be reconfigured to accommodate the additional 100 DFID staff, rather than DFID being accommodated within a separate new building. This option is known as the Hybrid Option.
- 11.6 One project which is now underway is the replacement and upgrade of three of the existing gatehouses. This project is known as the Thresholds Project and is expected to be completed by the end of 2010.
- 11.7 The FCO's compound is situated at Shantipath, Chanalyapuri, New Delhi – 110021, India. The five-storey British High Commission office building is located at the main entrance at the southwest corner of the site.
- 11.8 Designed by the Ministry of Works, London, this 1950's building, totalling some 5,300 m² gross floor area, formed part of the original masterplan.
- 11.9 The construction of the main building consists of a RC frame infilled with hollow concrete blocks, vertical concrete fins to cut off the direct sunlight and heat to the building. Projections on the exterior housing the original fan coil units.
- 11.10 Internally, office space was cellular. More recently, an open office plan has been adopted, with some internal walls removed.
- 11.11 The feasibility study to test various re-stack configurations of the main office building provides a window of opportunity to undertake a refurbishment and to increase the life expectancy of the building of up to 25 - 30 years.

12.0 Services to be Provided

- 12.1 It is the intention to collocate DFID in to the BHC, and therefore, the FCO is seeking a design team [single point of design responsibility] for the refurbishment, restack, and a possible new extension to the main office building.

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12.2 Design services required by the Lead Consultant (LC) are as follows:

- Lead Consultant
- Architecture
- Interior Design (including space planning and furniture briefing / scheduling)
- Mechanical & Electrical Engineering (including Façade design)
- Structural Engineering (including Seismic design)
- Security Consultant
- Civil Engineering
- Public Health
- Sustainability Advisor/Assessor (including BREEAM and LEAD)
- ICT (including design coordination)
- Landscape Architect (including external works)
- Building Control
- Acoustic Consultant
- Planning Consultant (excluding statutory fees)

12.2a **PLEASE NOTE:** the applicant must be able to provide all of the requirements above itself or, if unable to do so, is bidding on the role of Lead Consultant and has the complete supply chain (sub-consultants of the LC) already in place to deliver all of those requirements. The FCO wished to enter into a single contract with the LC only.

12.2b **PLEASE NOTE:** The FCO have engaged a local Planning Consultant to assist with the Thresholds Project. Contact details of the company are: JASBIR SAWHNEY & ASSOCIATES, D2 The Qutab, Shaheed Jeet Singh Marg, New Delhi 110016, Tel 91-11-26535147, adminjsa@gmail.com

12.3 It is likely appointment will be based on either GC/Works5/General Conditions for the Appointment of Consultants (1998) or the NEC Professional Services Contract.

12.4 Professional/Design services are required from RIBA Stage C (or equivalent) - Design Brief and Concept Approval through to RIBA Stage L (or equivalent) - Post Practical Completion. The FCO's equivalent OGC Gateway process will be applied.

12.6 The procurement strategy currently be applied is a 'traditional' route (with bill of quantities)

12.7 At the moment it is envisaged the BHC will largely remain on occupation. Only floors under construction will be vacated by relocated staff to other areas or the office.

12.8 It is likely the construction period will be delivered through five or six consecutive phases.

12.9 The completion of the overall project must be by mid 2012.

12.10 Anticipated net construction cost (including fitting-out) is likely to be approximately £6,000,000 (excl professional fees, VAT, FCO on-costs).

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13.0 PRE-QUALIFICATION QUESTIONNAIRE

PART A – GENERAL INFORMATION

- 1 Please provide the following information:
- 2 Name and address of the Organisation (hereinafter known as the “Applicant”), who would actually bid for, be prepared to carry out and be responsible for the services.

Company Name	
Address	
Town/City	
Postcode	
Country	
Website	

- 3 Name, position, telephone number and e-mail address of main contact for this Expression of Interest.

Name	
Position	
Telephone Number	
Fax Number	
E-mail	

- 4 Current legal status of the Applicant’s Organisation (e.g. partnership, private limited company, etc.)

	Please (tick one box)
Sole Trader	
Partnership	
Public Limited Company	
Private Limited Company	
Other (please state)	

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- 5 Date and place of formation of the Potential Provider, registration under the Companies Act, please provide copies of Certificate of Incorporation and any changes of name, registered office and principal place of business.

Date of formation	
Place of formation	
Date of registration	
Registration number	
Certificates enclosed	YES / NO <i>(please delete)</i>
Registered Office	
Brief Description of the Applicant's primary business and main products and services.	
Brief history of the Applicant's organisation, no more than 400 words, including details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures etc which are currently in the public domain.	

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- 6 The position of the Applicant's Organisation in any larger corporate structure (e.g. name of parent company or ultimate parent organisation) and/or in any joint venture or similar agreement (NOTE: if a joint venture is applicable – please complete the questions in Part F – Joint Ventures)

Consortium	YES / NO <i>(please delete)</i>
<i>If yes please complete the table below</i>	

Organisation	Percentage shareholding

- 7 Please provide a one-page chart illustrating the ownership structure of the Potential Provider including relations to any parent or other group or holding companies.

Ownership structure enclosed (please ✓)	
--	--

- 8 Address(es) from where the services in connection with the Project would be managed (NOTE: the successful Applicant will be required, amongst other things, to attend interviews/meetings at their own cost).

- 9 State the country or countries in which the Applicant is incorporated to carry out related activities.

Country	Activity:

- 10 Confirm that as a Potential Applicant, you are able to provide the requirements (see 4.3) itself or, if unable to do so, is bidding in the role of Lead Consultant and has the complete supply chain (sub-consultants) already in place to deliver those requirements.

YES / NO	Please delete
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- 11 Please indicate in the table below (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain [sub-consultants] will be responsible for which element of the requirement: If details are available then please list any other identified members of your supply chain (sub-consultants).

Requirement	Organisation name, address and contact details	Responsibility / Role	Sub-consultants	
			Yes	No
Lead Design Consultant				
Architecture				
Interior Design (including space planning and furniture briefing / scheduling)				
Mechanical & Electrical Engineering (including Façade design)				
Structural Engineering (including Seismic design)				
Security Consultant				
Civil Engineering				
Public Health				
Sustainability Advisor/Assessor (including BREEAM and LEAD)				
ICT (including design coordination)				
Landscape Architect (including external works)				
Building Control				
Acoustic Consultant				
Planning Consultant (excluding statutory fees)				

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- 12 Does the Potential Provider and/or any of its named supply chain members (sub-contractors) have any potential conflicts of interest that may arise if selected to deliver this project.

Potential conflicts of interest	YES / NO <i>(please delete)</i>
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PART B – FINANCIAL DETAILS

- 13 Name and address of principal banker..

Bank Name	
Address	
Town/City	
Postcode	

- 14 Banker's reference enclosed

Banker's reference enclosed (please ✓)	
--	--

- 15 **Accounts information** — please provide a copy of the full report and audited accounts for the last three financial years. If the accounts you are submitting are for a year ended more than 10 months ago please also enclose the latest set of management accounts.

	Please ✓ or state 'N/A'
Profit and Loss Accounts	
Balance Sheet	
Full accompanying notes	
Director's/Managing Partner's Report (if available)	
Auditor's Report	

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16 Please supply the following information for the last three financial years:

Organisation name:.....

	Amount (£K) 20..../20....	Amount (£K) 20..../20....	Amount (£K) 20..../20....
Overall turnover for last three			
Turnover in relevant services			
Operating Profit			
Profit in relevant services			
Current Assets			
Current Liabilities			
Long Term Liabilities			
Net Assets			
Numbers of Staff working in relevant services			

17 Please supply the following information for the last three financial years:

Group/Parent name:.....

	Amount (£K) 20..../20....	Amount (£K) 20..../20....	Amount (£K) 20..../20....
Overall turnover for last three			
Turnover in relevant services			
Operating Profit			
Profit in relevant services			
Current Assets			
Current Liabilities			
Long Term Liabilities			
Net Assets			
Numbers of Staff working in relevant services			

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- 18 **Insurances** - Please provide evidence of the employers' liability (min 10,000,000 GBP for any one incident), public liability insurance (min 10,000,000 GBP for any one incident) and professional indemnity insurance (min 10,000,000 GBP for any one incident) held by the Potential Provider. The 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.

Name of insurer	
Address	
Type of insurance	
Policy numbers	
Expiry date	
Limits of indemnity	
Excess (if any)	

- 19 The FCO may reject the PQQ where you do not have the required minimum level of insurance and/or copies of the relevant certificates are not enclosed.

PART C – CONTRACTUAL MATTERS

- 20 Is there any material pending or threatened litigation or other legal proceedings connected with similar projects against the Potential Provider and/or any of its named supply chain members (sub-consultants) that may affect delivery of this project?

Legal proceedings pending	YES / NO <i>(please delete)</i>
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- 21 If you have answered 'Yes' to question 20 please give an explanatory statement:

Brief statement (300 words or fewer) <i>Either insert required details or state 'None'</i>

- 22 They are bankrupt or being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors or who is in any analogous situation arising from a similar procedure under national laws and regulations:

Applicable	Not Applicable
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- 23 They are the subject of proceedings of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or are the subject of any other similar proceedings under national law or regulations;

Applicable	Not Applicable
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- 24 They have been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata;

Applicable	Not Applicable
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- 25 They have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;

Applicable	Not Applicable
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- 26 They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;

Applicable	Not Applicable
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- 27 They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;

Applicable	Not Applicable
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- 28 They are guilty of serious misrepresentation in supplying the information required under the provisions of the Directive on the criteria for qualitative selection;

Applicable	Not Applicable
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- 29 Please provide details of the number of staff currently involved directly in the provision of similar requirements to those outlined in paragraph 12.2:

Permanent staff numbers	Temporary or third party staff numbers	Total staff turnover as a percentage of staff employed over the past [three] years (Where significant changes have occurred in respect of key management or specialist staff this should be identified)

- 30 Please provide details of three major recent contracts that the Potential Provider (but not any envisaged supply chain member (sub-consultants)) has been awarded for the provision of requirements similar to those outlined in paragraph 12.2. The Authority reserves the right to contact any or all of these companies for a reference and may wish to visit their premises. Potential providers should ensure that companies listed would be willing to provide a reference for them and be willing to discuss the Potential Provider's performance with the Authority.

Customer name and address	Contact name, telephone number and email address	Date contract awarded plus, start and finish dates	Contract reference and brief description of requirements undertaken (and value of contract)	Names of supply chain members (sub contractors) and/ or consortium members and their role
1.				
2.				
3.				

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PART E – JOINT VENTURES (only if applicable)

- 31 If a Joint Venture is being proposed, state the trading names of all participant companies or organisations and give all the information required in the questionnaire for each participating company or organisation.
- 32 Explain the commercial and contractual relationship between all participating companies or organisations and provide a signed copy of the contractual relationship, endorsed for this Project.
- 33 Confirm that all participating companies or organisations are legally bound together jointly and severally.
- 34 Provide a line management organogram of the Joint Venture indicating specifically the points of contact with the Foreign and Commonwealth Office and its Team of professional advisors.

PART F – ADDITIONAL PROJECT SPECIFIC QUESTIONS

- 35 In the context of delivering refurbishment projects (within the last 5 years) in an occupied environment, please provide experiences of working for either Central Government or other Clients.
- 36 Please provide details of the parties that form the Consortium (see 12.2), including any previous experiences of working together.
- 37 Please provide details of the Consortium's experiences of delivering projects, of a similar nature and size either within New Delhi and/or other regions of India. In doing so, please do provide a brief description of the project, the location, the services provided, contract value and procurement route adopted.
- 38 Does the applicant have (a) an established office within India and/or have an affiliation with an alliance/partner in India. Please provide details of each, including any previous experiences of working together.
- 39 In the context of an Indian construction market, please provide a brief description of the applicants approach for implementing good design quality whilst working within a fixed budget and tight programme (no more than 1000 words).
- 40 Please provide an organogram of your Consortium's structure, how it will interface with the rest of the team, and if applicable, including the interface with any alliances/Partners in India.
- 41 In the context of refurbishing 1950's office buildings, please provide your experiences of achieving either a 'very good' or an 'excellent' BREEAM or equivalent rating (i.e. LEAD).
- 42 Are there any techniques/innovative ideas (e.g intranet platforms / knowledge management systems) which the applicant have previously employed that will support and enhance the running and delivery of an overseas project (no more than 300 words).

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- 43 In the context of designing complex refurbishment projects whilst in occupation, in your experience, please highlight what you believe would be the top 10 key risks associated with the project. With regards to mitigating the risks, your suggestions would be welcome.

PART G – HEALTH, SAFETY AND TRAINING

- 44 Please provide details of your Health and Safety policy or provide a descriptive statement of how Health and Safety is managed in your organisation (no more than 200 words).
- 45 The potential provider will be required to comply with the Construction (Design and Management) Regulations 2007. Please set out the arrangements for Health and Safety management within your organisation, the arrangements which you have in place, and your approach to the experience of discharging duties under the Construction (Design and Management) Regulations (or equivalent regulations applicable in other Member States which require you to provide a health and safety plan for the work and that design is risk free) (no more than 200 words)
- 46 Please provide how you implement training to ensure your employees have the skills and understanding necessary to discharge their duties. Please describe your Continuing Professional Development (CPD) programme or life-long learning which keep your employees updated on new developments on best practice and changes to legislation. This should apply throughout the organisation – from Board or equivalent, to trainees (no more than 200 words).
- 47 Please provide the CV of the individual who is responsible for Health and Safety (and state whether this is an internal or external resource).
- 48 Please give details of any Health and Safety enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters which were subject to enforcement action (no more than 100 words)
- 49 Please Describe what arrangements you have in place for appointment of competent sub-consultants (no more than 150 words)
- 50 Please demonstrate how you carry out risk assessments during the design process (no more than 200 words)

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PART H — STATEMENT RELATING TO GOOD STANDING

51 STATEMENT RELATING TO GOOD STANDING — GROUNDS FOR OBLIGATORY EXCLUSION (IN ELIGIBILITY) AND CRITERIA FOR REJECTION OF CANDIDATES in accordance with Regulation 23 of the Public Contracts Regulations 2006 (as amended)

PROJECT TITLE: Proposed Refurbishment of the British High Commissions, New Delhi, India

We [insert name of organisation]:

..... confirm that, to the best of our knowledge, the Potential Provider is not in breach of the provisions of Regulation 23 of the Public Contracts Regulations 2006 (as amended) and in particular that:

Grounds for mandatory rejection (ineligibility)

- 1 The Potential Provider (or its directors or any other person who has powers of representation, decision or control of the named organisation) has not been convicted of any of the following offences:
 - 1.1 conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);
 - 1.2 corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);
 - 1.3 the offence of bribery;
 - 1.4 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 Union, within the meaning of:
 - 1.4.1 the offence of cheating the Revenue;
 - 1.4.2 the offence of conspiracy to defraud;
 - 1.4.3 fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;
 - 1.4.4 fraudulent trading within the meaning of section 458 of the Companies Act 1985;
 - 1.4.5 defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;
 - 1.4.6 an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or

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- 1.4.7 destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;
- 1.4.8 money laundering within the meaning of the Money Laundering Regulations 2003; or any other offence within the meaning of Article 45(1) of the Public Sector Directive.
- 2 None of the following sub-paragraphs 2.1 to 2.9 apply to the Potential Provider
 - 2.1 being an individual is not bankrupt or has not had a receiving order or administration order or bankruptcy restrictions order made against him or has not made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or does not appear 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, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other Country;
 - 2.2 being a partnership constituted under Scots law has not granted a trust deed or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of its estate;
 - 2.3 being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has not passed a resolution or is not 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, nor 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 not the subject of similar procedures under the law of any other Country;
 - 2.4 has not been convicted of a criminal offence relating to the conduct of his business or profession;
 - 2.5 has not committed an act of grave misconduct in the course of his business or profession;
 - 2.6 has not fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant Country in which the organisation is established;
 - 2.7 has not fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant Country in which the economic operator is established;
 - 2.8 is guilty of serious misrepresentation in providing any information required of him under this regulation;

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- 2.9 isnot licensed in the relevant Country in which he is established or is not a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member.

Organisation's name	
Signed	
Position	
Date	

PREQUALIFICATION QUESTIONNAIRE



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PART I — TENDER DECLARATION (PLEASE READ AND SIGN BELOW)

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

Signature:..... Date:.....
(For and on behalf of the Company)

Print Name:.....

Position within the Company:.....

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PART J — SELECTION CRITERIA AND METHODOLOGY

- 53 The objective of the selection process is for the FCO to assess the responses to this PQQ and select Potential Applicants to proceed to the tender stage of this procurement process.

The following process of selection will be adopted:

Compliance check stage: to establish that all of the information requested has been provided and all of the questions answered. The FCO may (but not obliged to) seek clarification in the event of receiving incomplete PQQ responses. Do note that all for 'information purposes only; questions must be answered by Applicants and the FCO reserves the right to reject non-compliance/incomplete PQQs at this stage.

The FCO will then undertake a detailed evaluation. Applicants will be scored in relation to their answers to each PQQ question. Please see the table below which sets out how each question will be assessed and/or scored. The preliminary score given will be in accordance with the scoring system, set out below. A weighting factor for some of the questions will then be applied to produce an overall weighted score for each Applicant.

Scoring system: questions to be scored will be scored on a scale of 0 to 10 on the following basis:

- [9-10] excellent, significantly exceeds expectations, excellent evidence provided;
- [7-8] very good, meets expectations in a number of aspects, very good evidence provided;
- [3-6] good, meets expectations in a very limited number of respects, good evidence provided;
- [1-2] poor or limited answer, insufficient evidence provided; and
- [0] no evidence provided.

Standing: Applicants will then be ranked in numerical order against their cumulative weighted score. Following this evaluation exercise and providing it results in an adequate number of Applicants, FCO will draw up a short-list of Applicants that will be invited to tender.

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The table below lists the question reference numbers within this PQQ, along with the criteria, the question topic and status (i.e. pass/fail and/or evaluated).

Table 1.1 – Prequalification Questionnaire Selection Criteria

Q No.	Question / Criteria	Score	Weight
	Para 1.1 to Para 12.10	Information only	n/a
Q1 to Q9	PART A – GENERAL INFORMATION	Information only	n/a
Q10	Provide Requirements (see 12.2)	Pass / Fail	n/a
Q11	Composition of supply chain (sub-consultants)	Pass / Fail	n/a
Q12	Conflicts of interest	Information only	n/a
Q13 to Q17	PART B – FINANCIAL DETAILS	Information only	n/a
Q18 & Q19	Insurances	Pass / Fail	n/a
	PART C – CONTRACTUAL MATTERS		
Q20	Affect delivery of this project	Pass / Fail	n/a
Q21	Q20 Statement	Pass / Fail	n/a
Q22	Affairs are being administered by the court	Pass / Fail	n/a
Q23	Subject of proceedings of bankruptcy	Pass / Fail	n/a
Q24	Convicted of an offence	Pass / Fail	n/a
Q25	Guilty of grave professional misconduct	Pass / Fail	n/a
Q26	Payment of social security contributions	Pass / Fail	n/a
Q27	Fulfilled obligations/payment of taxes	Pass / Fail	n/a
Q28	Guilty of serious misrepresentation	Pass / Fail	n/a
Q29 to Q30	PART D – TECHNICAL / PROFESSIONAL ABILITY	Information only	n/a
Q31 to Q34	PART E – JOINT VENTURES	Information only	n/a
	PART F – PROJECT SPECIFIC QUESTIONS	SCORE	100%
Q35	Experiences of working with for central Government and/or other Clients	Score	5%
Q36	Consortium and experiences of working together	Score	10%
Q37	Experiences of working in New Delhi or other regions of India	Score	20%
Q38	An established office / Partner within India	Score	20%
Q39	Implementing good design to a fixed budget and programme	Score	15%
Q40	Structure of the team	Score	5%
Q41	Sustainability experiences	Score	10%
Q42	Techniques and innovative ideas	Score	10%
Q43	Identified risks and mitigating measures	Score	5%
Q44 to 50	PART G – HEALTH, SAFETY AND TRAINING	Information only	n/a
Q51	PART H – STATEMENT RELATING TO GOOD STANDING	Pass / Fail	n/a
Q52	PART I – TENDER DECLARATION	Pass / Fail	n/a
Q53	PART J – SELECTION CRITERIA AND METHODOLOGY	Information only	n/a

155: British High Commission, New Delhi, India**Table 1.2 - Summary of the anticipated Selection Criteria and Award Process**

Selection Criteria	Sub weighting	Overall weighting
The Prequalification Questionnaire	n/a	100%

Award Criteria	Sub weighting	Overall weighting
Further Information/Design Options/Questions	25%	60%
Resource / structure / team / individuals	25%	
Interview / presentation / Commitment	25%	
Fee	25%	40%
Weighting %	100%	100%