



European Union
European Regional
Development Fund



gleeds

**LINCOLN SCIENCE AND INNOVATION PARK-
GROW ON SPACE – BUILDING #5**

PROCUREMENT OF PRINCIPAL CONTRACTOR

PRE-QUALIFICATION QUESTIONNAIRE

DECEMBER 2019

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1.0 INTRODUCTION AND BACKGROUND

1.1 Purpose of the Document

- 1.1.1 This Pre-Qualification Questionnaire (PQQ) has been designed to assess the suitability of a Principal Contractor to deliver our Client's (Lincoln Science and Innovation Park Limited) required services. Your company is formally requested to submit a response to this PQQ, and confirm your interest and commitment to prepare and submit a tender should you subsequently be invited to tender, for the proposed Project described in this document by **no later than 12.00 noon on 20th December 2019**
- 1.1.2 Lincoln Science and Innovation Park will be the Employer for any appointment made as a result of this tender process.
- 1.1.3 The Pre-Qualification Information that you submit will be used by the Employer to select a suitable shortlist of Principal Contractor's to prepare and submit a tender based on the Invitation to Tender (ITT) documents for the Project.
- 1.1.4 Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in the submission being disqualified. If the question does not apply to you, please state clearly "N/A".
- 1.1.5 Please note that the information given in this PQQ may be subject to change and neither this enquiry nor your positive reply to it, in any way, guarantees that your company will be included on the final tender list or that the Project will proceed at all.
- 1.1.6 The information contained in this document is to be treated as strictly confidential.

1.2 Anticipated Programme

- 1.2.1 A draft programme has been prepared. The following are the Key Dates;

PQQ Issue	-	9 th December 2019
Last Date for PQQ Queries	-	17 th December 2019
PQQ Returns	-	20 th December 2019
PQQ Evaluation & Shortlist Agreed	-	10 th January 2020
ITT Issue	-	31 st January 2020
ITT Returns	-	6 th March 2020
ITT Evaluation & Recommendation	-	20 th March 2020
Start on Site	-	4 th May 2020

- 1.2.2 The anticipated timetable and the various stages outlined in item 1.2.1 above are indicative only and Lincoln Science and Innovation Park reserves the right to alter them at their sole discretion.

1.3 Instructions to Applicants

1.3.1 Pre-Qualification Information must be submitted to the Information Recipient by **no later than 12.00 noon on 20th December 2019**

1.3.2 Please submit one hard copy and two USB memory device copies of your Pre-Qualification Information to the following addresses:-

Lincoln Science and Innovation Park Limited

Ruston Way

Lincoln

LN6 7DJ

For the attention of Tom Blount, LSIP Director

Gleeds

Apex House, Apex Business Park

Ruddington Lane

Wilford

Nottingham

NG11 7DD

For the attention of James Rees, Associate Director

1.3.3 All submissions must be clearly marked for the attention of the specified above and state:-

“DO NOT OPEN

Lincoln Science and Innovation Park – Grow on Space Building #5

Pre-Qualification Questionnaire Response for Principal Contractor Services”

1.4 Applicants' Queries

1.4.1 Any queries must be addressed via email for the attention of;

- James Rees – Associate Director - Gleeds Management Services Ltd
- Email address: LsipInfo@gleeds.co.uk

and;

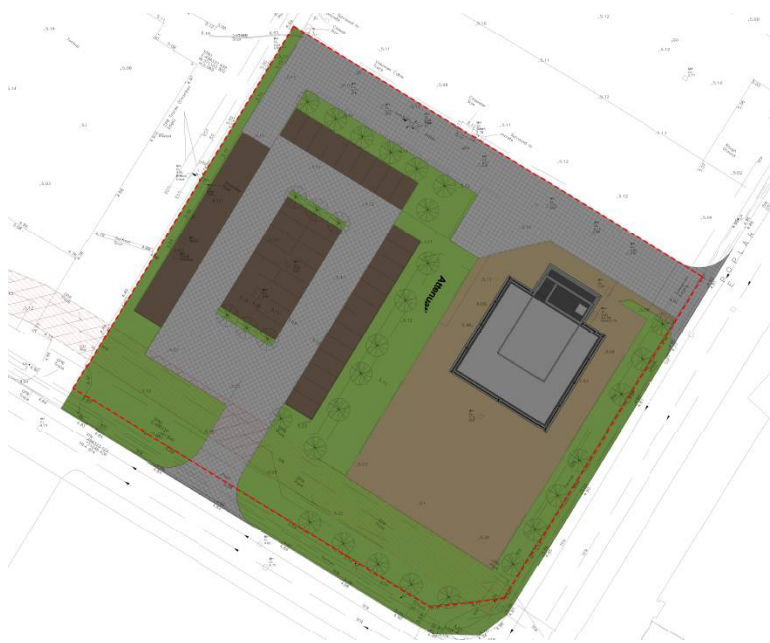
- Howard Smith – Executive Quantity Surveyor - Gleeds Cost Management Ltd
- Email address: LsipInfo@gleeds.co.uk

1.4.2 The latest date and time for PQQ queries is 17th December 2019 at 12:00. Any PQQ queries received after this date will not be responded to.

2.0 PROJECT PARTICULARS

2.1 About Lincoln Science and Innovation Park

- 2.1.1 Lincoln Science and Innovation Park was founded by the University of Lincoln and Lincolnshire CO-OP to create a world class environment for research and innovation. It operates as an independent entity reporting to a board of Directors appointed by its owners. More than £25m has already been invested in the regeneration of the City Centre site. Over 12,000m² of renovated and purpose built space has been created and is home to a thriving technology community.
- 2.1.2 Phase 2 of the Park's development aims to continue this success by creating an environment for larger and expanding businesses. This project will be the first building within the Phase 2 site, named Building #5. The site is located on Lincoln Science and Innovation Park, Beavor Street, Lincoln, LN6 7DJ.
- 2.1.3 The Planning Application for the development in Lincoln was submitted October 2019. The phase 2 development site has obtained outline planning approval.
- 2.1.5 Figure 1 below shows the Site in its context:



2.2 Description of the Construction Works (Anticipated)

- 2.2.1 The approximate Gross Internal Floor Area of the building is circa 930² split over three floors and the project will consist of the following but is not limited to:
- Three Storey traditionally constructed commercial office space
 - Car parking and associated external works and drainage
 - The project will achieve BREEAM 'Excellent' rating
- 2.2.2 Subject to a decision by the Ministry of Housing and Local Government this LSIP project is part funded by the European Commission's European Regional Development Fund (ERDF) managed in the county by the Lincolnshire Local Enterprise Partnership and the Ministry of

Housing Communities and Local Government, supporting businesses and boosting local employment.

- 2.2.3 Please note the design will be sufficiently developed for a design and build contract with the M&E based on a performance specification'. Compliance with the ERDF publicity regulations will require an on-site temporary billboard of significant size, with Union and Midlands Engine logos, the name of the project, a reference to the funding and the fund itself (all to be in line with guidance available at the time).
- 2.2.4 LSIP is not a public contracting authority and has chosen a Restricted Procedure process to increase openness, transparency and fairness in line with ERDF national procurement guidelines. Details of the proposed development are contained within Appendix A of this PQQ. The list of drawings and details are contained within Table 1 below:

Table 1. Details of the proposed development as contained in Appendix A.

Ref	Drawing/Document Title	Drawing/Document Number	Revision	Author
1.	GA – Ground and First Floor Layout	707-2-010		Core Architects
2.	GA – Second and Third Floor Layout	707-2-011		Core Architects
3.	GA – Elevations	707-2-020		Core Architects
4.	GA - Section	707-2-030		Core Architects
7.	Proposed site layout	707-1-S002	A	Core Architects

2.3 Construction Works Procurement Route (Anticipated)

- 2.3.1 It is anticipated that the Principal Contractor will be appointed via a Design and Build procurement route, incorporating a single stage tendering procedure, utilising an amended JCT Design and Build 2016 Contract.
- 2.3.2 The proposed Schedule of Amendments to the JCT Design and Build 2016 Contract will be included within the subsequent ITT that will be issued to the successful Candidates.
- 2.3.3 The pricing strategy will be a fixed price lump sum.
- 2.3.4 Tenders will be sought through competitive tender action, with the Employer's Requirements based on a combination of Developed / Technical Design (RIBA Project Stage 3+/4) information with enhanced specification notes for the main elements and components.
- 2.3.5 The anticipated date for Principal Contractor award is April 2020.
- 2.3.6 The anticipated date for Principal Contractor start on site is May 2020

2.3.7 The current professional team includes:

- Gleeds Cost Management Services Limited – Cost Manager
- Gleeds Management Services Limited – Project Manager
- Core Architects – Architects
- Core Architects – Principal Designer
- Collins Hall Green – Structural and Civil Engineer
- Couch Perry Wilkes – Mechanical and Electrical Engineer
- Gleeds Advisory Ltd – BREEAM
- Legal Advisors – Anthony Collins

2.3.8 The principal Contractor will have the opportunity to novate the providers of architectural services and civil and structural services, which consists of Core Architects (Architectural services) and Collins Hall Green (Civil and Structural services) The Principal Contractor will assume the role of Principal Designer post-contract. Couch Perry Wilkes may be retained by Lincoln Science and Innovation Park in a Mechanical and Electrical monitoring role.

2.4 **Scope of Services to be Provided**

2.4.1 The Principal Contractor will be responsible for the complete design (including any drawings, Specifications and Performance Specifications) and construction of the Works.

3.0 EVALUATION

3.1 Principal Contractor Selection

3.1.1 Following the evaluation of the returned Pre-Qualification Questionnaires a selection of a maximum of four Principal Contractor's will be invited to complete and submit a form of tender.

3.2 Pre-qualification Evaluation Criteria

3.2.1 The evaluation criteria and strategy is stated below:

- 4.1 - Company Information – Complete / Not Complete
- 4.2 - Grounds for Mandatory Exclusion – Pass / Fail
- 4.3 - Grounds for Discretionary Exclusion – Pass / Fail
- 4.4 - Economic and Financial Standing – Pass / Fail
- 4.5 - Technical and Professional Ability – Scored (as identified in the Table 2 below)
- 4.6 - Additional PQQ Modules are as follows (must also be completed by the Company);
 - A. Project Specific Capacity, Technical and Professional Ability: questions i) to v) – Scored (as identified in the Table 2 below)
 - B. Insurances – Pass / Fail
 - C. Compliance with Equality Legislation – Pass / Fail
 - D. Environmental Management – Pass / Fail
 - E. Health and Safety – Pass / Fail

3.2.2 Evaluation of the Scored criteria will be based on a scoring scale of 0 – 6 with 0 being the lowest and 6 being the maximum as detailed within Table 2 below;

Table 2. Evaluation of the Scored Criteria

Score	Description	Definition
0	Non-compliant	<ul style="list-style-type: none"> • No answer provided at all; response left blank (Applicants are advised that this may lead to your exclusion from the procurement process)
1	Unsatisfactory	<ul style="list-style-type: none"> • Non-answer; answer does not address the question posed
2	Unacceptable	<ul style="list-style-type: none"> • Very poor understanding of Lincoln Science and Innovation Park requirements, principles and/or issues demonstrated • Insufficient evidence provided for evaluation • Evidence is contradictory to the requirement • Proposals do not address the stated criteria
3	Sufficient: Significant Reservations	<ul style="list-style-type: none"> • Only a basic understanding of Lincoln Science and Innovation Park requirements, principles and/or issues demonstrated • Evidence is light or vague on detail; insufficient link to the commercial office sector • Proposals do not address 'all' of the key criteria

4	Acceptable: Minor Reservations	<ul style="list-style-type: none"> • Variable levels of understanding of Lincoln Science and Innovation Park requirements, principles and/or issues demonstrated • Clear evidence provided linked to commercial office sector • Proposals address all key criteria although could be developed further
5	Above Average	<ul style="list-style-type: none"> • Clear understanding of Lincoln Science and Innovation Park requirements, principles and/or issues demonstrated • Strong, complete evidence provided linked to commercial office sector • Fully developed proposals cover all the criteria
6	Outstanding	<ul style="list-style-type: none"> • Clear understanding of Lincoln Science and Innovation Park requirements, principles and/or issues demonstrated • Strong, complete evidence provided linked to commercial office sector • Fully developed proposals cover all the criteria • Candidates can demonstrate added value; new and/or innovative approach with wide-ranging application

4.0 PRE-QUALIFICATION QUESTIONNAIRE

4.1 COMPANY INFORMATION

4.1.1 Company Details	Answer	
Full name of the company completing the PQQ		
Registered Office and Address		
Registered company number		
Address for Correspondence (if different from above)		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes
	vi) other (please specify)	<input type="checkbox"/> Yes

4.1.2 Bidding Model

Please mark 'X' in the relevant box to indicate whether you are;

<p>a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself</p>	<p><input type="checkbox"/> Yes</p>
<p>b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services</p> <p>If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p>	<p><input type="checkbox"/> Yes</p>
<p>c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver '<u>all</u>' of the services</p> <p>If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p>	<p><input type="checkbox"/> Yes</p>
<p>d) Bidding as a consortium but not proposing to create a new legal entity.</p> <p>If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.</p> <p>Please note that Lincoln Science and Innovation Park may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.</p>	<p><input type="checkbox"/> Yes</p> <p><u>Consortium members</u></p> <p><u>Lead member</u></p>
<p>e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).</p> <p>If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix.</p>	<p><input type="checkbox"/> Yes</p> <p><u>Consortium members</u></p> <p><u>Current lead member</u></p> <p><u>Name of Special Purpose Vehicle</u></p>

4.1.3 Contact Details

Company contact details for enquiries about this PQQ

Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

4.1.4 Licensing and Registration (please mark 'X' in the relevant box)

4.1.4.1	<p>Registration with a professional body</p> <p>If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.1.4.2	<p>Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

4.2 GROUNDS FOR MANDATORY EXCLUSION

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 4.2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact Lincoln Science and Innovation Park for advice before completing this form.

4.2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		
(b) 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;		
(c) the common law offence of bribery;		
(d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		
(e) any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
(i) the offence of cheating the Revenue;		
(ii) the offence of conspiracy to defraud;		
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		

(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		
(v) 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;		
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		
(f) any offence listed—		
(i) in section 41 of the Counter Terrorism Act 2008; or		
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		
(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
(i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		
(k) an offence under section 59A of the Sexual Offences Act 2003;		
(l) an offence under section 71 of the Coroners and Justice Act 2009		

(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		
<p><u>Non-payment of taxes</u></p> <p>4.2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?</p> <p>If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>		

4.3 GROUNDS FOR DISCRETIONARY EXCLUSION

Lincoln Science and Innovation Park may exclude any Company who answers 'Yes' in any of the following situations set out in paragraphs (a) to (i);

4.3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;		
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		
(g) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;		
(h) your organisation— (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		

(ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or		
(i) your organisation has undertaken to		
(aa) unduly influence the decision-making process of Lincoln Science and Innovation Park, or		
(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or		
(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Conflicts of interest

In accordance with question 4.3.1 (e), Lincoln Science and Innovation Park may exclude the Company if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Company to inform Lincoln Science and Innovation Park, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by Lincoln Science and Innovation Park should not represent a conflict of interest for the Company.

Taking Account of Bidders' Past Performance

In accordance with question 4.3.1 (g), Lincoln Science and Innovation Park may assess the past performance of a Company (through a Certificate of Performance provided by a Customer or other means of evidence). Lincoln Science and Innovation Park may take into account any failure to discharge obligations under the previous principal relevant contracts of the Company completing this PQQ. Lincoln Science and Innovation Park may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, Lincoln Science and Innovation Park may re-assess reliability based on past performance at key stages in the procurement process (i.e. Company selection, tender evaluation, contract award stage etc.). Companies may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

'Self-cleaning'

Any Company that answers 'Yes' to questions 4.1.1, 4.2.1 and 4.3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently

and effectively “self-cleans” the situation referred to in that question. The Company has to demonstrate it has taken such remedial action, to the satisfaction of Lincoln Science and Innovation Park in each case.

If such evidence is considered by Lincoln Science and Innovation Park (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Company shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Company shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by Lincoln Science and Innovation Park to be insufficient, the Company shall be given a statement of the reasons for that decision.

4.4 ECONOMIC AND FINANCIAL STANDING

FINANCIAL INFORMATION	
	<p>A detailed Financial Evaluation will be carried out for each tenderer.</p> <p>An assessment of the solvency and financial standing will be carried out on the tenderer (or their Parent Company where the bidder is unable to supply accounts in response to question 4.5.3).</p> <p>Each tenderer will be assessed through a review of solvency and financial strength as detailed below:</p> <p>Tenderers will be assessed through an analysis based upon the tenderer's submitted financial information as set out in questions 4.4.1 and 4.4.2 of this Section. The review of the tenderers submitted financial information will examine factors such as turnover, profitability, post balance sheet events, interim accounting statements and off balance sheet financing.</p> <p>Furthermore, Lincoln Science and Innovation Park will also take into account recent announcements and other information regarding the organisation, in particular relating to post-balance sheet events, to ensure there is no recent information which would contradict our assessment.</p> <p>The following further financial indicators will also be reviewed for the latest financial results: gearing, cash interest cover, current ratio, and cash resources.</p> <p>A numeric scoring system will not solely be used to evaluate the tenderers financial strength as the evaluation is one of professional judgement rather than specific quantitative analysis. The Financial Assessment will assess each tenderer as high, medium or low risks to Lincoln Science and Innovation Park, taking into account all of the analysed information as detailed above.</p> <p>Lincoln Science and Innovation Park may also utilise credit reports from appropriate credit referencing agencies to assess the financial viability of the organisation. These will be in addition to the standard checks and findings will inform the assessment of risks associated with any bidder's financial standing</p> <p>Lincoln Science and Innovation Park Strategic Finance Department will moderate and finalise the financial assessment for each tenderer.</p> <p>Those tenderers assessed as a low risk are deemed of sufficient solvency and financial strength to continue through the procurement process. Those tenderers receiving a high or medium risk assessment will then be asked to provide additional explanatory information to assist the Financial Assessment.</p>

4.4.1	<p>Please provide one of the following to demonstrate your economic/financial standing;</p> <p>Please indicate your answer with an 'X' in the relevant box.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">A copy of the audited accounts for the most recent two years</td> <td style="width: 20%;"></td> </tr> <tr> <td>A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation</td> <td></td> </tr> <tr> <td>A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</td> <td></td> </tr> <tr> <td>Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</td> <td></td> </tr> </table>	A copy of the audited accounts for the most recent two years		A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation		A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position		Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
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A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation									
A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position									
Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).									
4.4.2	<p>Where Lincoln Science and Innovation Park has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this PQQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.</p> <p style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>								
4.4.3	<p>(a) Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?</p> <p>If yes, please provide the name below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name of the organisation</td> <td rowspan="2" style="width: 70%;"></td> </tr> <tr> <td>Relationship to the Company completing the PQQ</td> </tr> </table> <p>If yes, please provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)</p> <p style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	Name of the organisation		Relationship to the Company completing the PQQ					
Name of the organisation									
Relationship to the Company completing the PQQ									

4.5 TECHNICAL AND PROFESSIONAL ABILITY

<p>Relevant experience and contract examples</p> <p>Please provide details of up to <u>three</u> contracts, in any combination from either the public or private sector, that are relevant to Lincoln Science and Innovation Park requirement. Contracts for supplies or services should have been performed during the past <u>three</u> years. Works contracts may be from the past <u>five</u> years and include samples of grant funded works.</p> <p>The named customer contact provided should be prepared to provide written evidence to Lincoln Science and Innovation Park to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Company is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p>				
		Contract 1	Contract 2	Contract 3
4.5.1	Name of customer organisation			
4.5.2	Point of contact in customer organisation Position in the organisation E-mail address			
4.5.3	Contract start date			
	Contract completion date			
	Estimated Contract Value			
4.5.4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.			
4.5.5	If you cannot provide at least one example for questions 4.5.1 to 4.5.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.			

4.6 ADDITIONAL PQQ MODULES

Companies who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking 'X' in the relevant boxes.

A – Project specific questions to assess Capacity, Technical and Professional Ability

Further project specific questions relating to the technical and professional ability of the Principal Contractor.

- I. Within the past five years have you had a Contract terminated? Please answer YES or NO and if YES, please give full details.
- II. Provide details of future workload that has already been secured for the current and 2018, 2019 and 2020 financial years? Indicate the amount of resources dedicated to those projects.
- III. Provide indicative payment terms for Domestic Subcontractors.
- IV. Provide examples of your working practices with Information Managers to support BIM Level 2 delivery. (Submission a maximum of 300 words)
- V. Provide Professional Qualifications of In-house Personnel who will be responsible for the delivery, performance and quality assurance of projects of this nature. Relevant CVs should be attached.

B – Insurance

1.	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £10m Public Liability Insurance = £10m Professional Indemnity Insurance = £10m (in any one claim) Product Liability Insurance = £10m (in any one claim)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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C – Compliance with Equality Legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to Lincoln Science and Innovation Park satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	
3.	If you use subcontractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

D - Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>Lincoln Science and Innovation Park will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless it is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

E - Health and Safety

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Lincoln Science and Innovation Park will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to their satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.	
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4.7 DECLARATION

<p>I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of Gleeds Cost Management Limited.</p> <p>I understand that Lincoln Science and Innovation Park may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.</p> <p>I also declare that there is no conflict of interest in relation to Lincoln Science and Innovation Park requirements.</p> <p>The following appendices form part of our submission;</p> <table border="1" data-bbox="274 1032 1399 1211"> <thead> <tr> <th>Section of PQQ</th> <th>Appendix number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Section of PQQ	Appendix number				
Section of PQQ	Appendix number						
PQQ COMPLETED BY							
8.1	Name						
8.2	Role in organisation						
8.3	Date						
8.4	Signature						

4.8 TEMPLATE FOR PQQ APPENDICES

4.8.1 Applicants are to use the below template to provide responses for the relevant PQQ information.

Appendix Number -
PQQ section -
Question number -
Word Count -