

**LONDON BOROUGH OF TOWER HAMLETS**

**PRE-QUALIFICATION QUESTIONNAIRE (PQQ)**

**Published On: 14<sup>th</sup> May**

**Deadline for Return**

**Date: 11th June**

**Time: 12 Noon**

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## PRE QUALIFICATION QUESTIONNAIRE

### Summary of Requirement

The Council intends letting a contract for the provision of Learning Disability Day Opportunities - Supported Employment, Training and Enterprise Service.

### INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

- 1 Please answer every question. Many procurements generate a great deal of interest from potential suppliers, so please ensure that you complete the questionnaire as requested. Failure to do so may result in your application being disqualified. If the question does not apply to you please write N/A; if you don't know the answer please write N/K.
- 2 Please complete the questionnaire specifically for your organisation, not for the group if you are part of a group of companies.
- 3 Please include, where requested, any supporting documents, marking clearly on all enclosures the name of your organisation and the number of the question to which they refer. Excess information such as corporate brochures, attachment not requested for, and pictures must not be submitted / inserted in your completed PQQ. This may result in your application being rejected.
- 4 Please return this PQQ using the Council's e-tendering system – hard or email copies **will not be accepted**. **All submissions must be returned in exactly the same format as issued.**
- 5 In some circumstances contract funding dictates specific previous experience and/ or qualifications, if you can not provide evidence of said requirement, we will **NOT** be able to consider your application. This requirement will be highlighted where applicable.
- 6 For the purposes of this questionnaire the term “Authority” means the purchasing organisation that is seeking to award a contract. “Organisation” covers Sole Traders, Partnerships, Co-operatives, Public Limited Companies, Private Limited Companies and Voluntary Organisations. “You”/ “Your” or “Potential Provider” means the business or company which is completing this PQQ.
- 7 **Verification of Information Provided:**

- 7.1 The higher the risk of the procurement, the higher the level of verification is likely to be required. Not all questions require supporting documents up front at this stage. **However, the authority may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues.

## **8 Sub Contracting Arrangements**

- 8.1 Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor. Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement.

It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, Potential Providers should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the Potential Provider to proceed with the procurement process or to provide the goods and/or services.

## **9 Consortia Arrangements**

- 9.1 If the Potential Provider bidding for a requirement is a consortium, the following information must be provided:
- full details of the consortium; and
  - the information sought in this PQQ in respect of each of the consortium's constituent members which must be submitted with the lead bidders response.

Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex.

The Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Authority so that it can make a further assessment by applying the selection criteria to the new information provided.

- 9.2 Where the proposed prime bidders are a special purpose vehicle or holding company, the information should be provided of the extent to which it will call upon the resources and expertise of its members.

## **10 Communications**

10.1 All questions and queries about the procurement procedure must be submitted via the **question and answer facility on the Councils e-tendering system** – [https://www.londontenders.org/procontract/supplier.nsf/frm\\_home?openForm](https://www.londontenders.org/procontract/supplier.nsf/frm_home?openForm)

**11 Indicative Timetable** - These dates are indicative and are subject to change.

<b>Procurement Stage</b>	<b>Date</b>
Issue PQQ by	14th May
Return Completed PQQ	11th June
Completion of PQQ Evaluation	22 <sup>nd</sup> June
Notify respondees to the PPQ of evaluation outcome by	25 <sup>th</sup> June
Issue Tender	25 <sup>th</sup> June

**12 Return of Pre-Qualification Questionnaire**

12.1 Completed questionnaire with all supporting documentation (where requested) must be uploaded by;

<b>Date:</b>	11th June
<b>Time:</b>	12 noon
<b>Via:</b>	<a href="https://www.londontenders.org/procontract/supplier.nsf/frm_home?openForm">https://www.londontenders.org/procontract/supplier.nsf/frm_home?openForm</a>

Please return the questionnaire **ON TIME**; it is **your responsibility** to ensure the submission is received **on time**. Any response received after the deadline will **not be considered**.

**13 Contracted Lots**

If you are tendering for a contract with more than one Lot, please state which Lots you wish to apply for.		
Lot 1		<input type="checkbox"/>
Lot 2		<input type="checkbox"/>

**14 Evaluation and Selection**

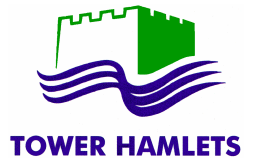
- 14.1 The objective of the selection process is to assess the responses to this questionnaire and select organisations to proceed to the next stage of the procurement process.
- 14.2 Selection criteria will be a combination of both financial and non-financial factors and will consider-;

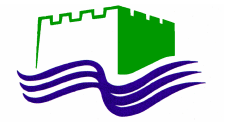
**Section A** is for information only and will not be scored but must be completed

- 14.2.1 Grounds for mandatory and discretionary rejection. **Sections B = PASS / FAIL** Bidders who fail this section will be excluded from further consideration in the procurement process.
- 14.2.2 Economic and financial standing **sections C of the questionnaire**. The Council will use the information provided to carry out an appraisal of the Applicant’s financial position and therefore determine the level of risk that it would represent to the Council. This will involve independent financial checks. This section will be assessed as a PASS / FAIL. Bidders who fail this section will be excluded from further consideration in the procurement process.
- 14.2.3 Equality & Diversity **section D =Pass / Fail**
- 14.2.4 Health & Safety **Section E = Pass / Fail**

**In sections D and E please note that if your organisation has had a judgement, prosecution or prohibition notices against it which has not been rectified, your organisation may be excluded from the procurement process**

- 14.2.5 Organisation’s ability and capacity – assessment of the totality of resources, core competencies available to the contractor **section F = 100%**

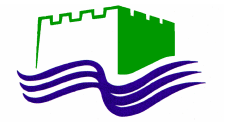




## A. INFORMATION ABOUT YOUR ORGANISATION

A1.	Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted)	
	Registered Office	
	Company or Charity registration number	
	Date of Company registration	
	VAT registration number	
	Name of immediate parent company	
	Name of ultimate parent company	
Type of organisation Please state Are you a sole trader, partnership, private limited company, public limited company, co-operative, voluntary organisation or other? <b>(Please specify).</b>		
A2.	<b>CONTACT DETAILS</b>	
Name		
Address		
Post Code		
Country		
Phone		
Email		





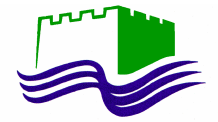
<b>A3.</b>	<b>Consortia and Sub-Contracting</b>	Yes	N/A
(i)	Your organisation is bidding to provide the services required itself	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	The Potential Provider is a consortium	<input type="checkbox"/>	<input type="checkbox"/>
If you answer YES to either (ii) or (iii) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement. (See paragraph 8 & 9 above)			
<b>Annexes Enclosed?</b>		<input type="checkbox"/>	<input type="checkbox"/>

<b>A4.</b>	<b>QUESTIONS A4 (i) and A4 (ii) FOR COMPLETION BY NON-UK BUSINESSES ONLY</b>
(i)	Registration with professional body 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 <b>Annexes IX A-C of Directive 2004/18/EC</b> under the conditions laid down by that member state).
(ii)	Is it a legal requirement in the State where you are established for you to be licensed or member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this.

<b>A5.</b>	It is mandatory for all contractors intending to do business with the Council to comply with its Ethical Governance Protocol. View the Council's Ethical Policy <a href="#">here</a> . Can you confirm if your organisation will comply with this protocol? If not, what plans does your organisation have to achieve compliance?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>



A6.	Has your organisation ever had fees or other payments withheld as a consequence of failure to perform, negligence for services or suffered a deduction for liquidated and/or ascertained damages in respect of any contract within the last three years? <b>If yes, please give details.</b>	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
A7.	Has your organisation ever had a contract terminated under the terms of a contract or withdrawn from a contract before the end of the contract period within the last three years? <b>If yes, please give details.</b>	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
A8.	Has your organisation ever suffered the non-renewal of a contract due to a failure to perform to the terms of that contract? <b>If yes, please give details.</b>	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
A9.	Has your organisation ever been subjected to Court/Legal/Arbitration action as a result of any works/services by or on behalf of your organisation? <b>If yes, please give details.</b>	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
A10.	Has your organisation <b>met all obligations relating to payment of taxes and social security</b> , under the law of any part of the United Kingdom or countries in which the organisation is established, been fulfilled. <b>If No, please give details. Including when they will be up to date before the contract start date.</b>	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
A11.	Has any Director, Partner, Trustee Associate or employee been employed by this Council in the last three years? <b>(If yes, give names, dates of employment and job titles)</b>	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>



<b>A12.</b>	Does any of the Director, Partner or Associate have a relative(s) who is employed by the Council at a Senior level or who is a Councillor? <b>(If yes, give names, dates of employment and job titles)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A13.</b>	Please state the names of Directors, Partners, Trustees or Associates of your organisation who have any involvement in other organisations who provide services to the Council.	<input type="checkbox"/>	<input type="checkbox"/>

## B. GROUNDS FOR MANDATORY AND DISCRETIONARY REJECTION

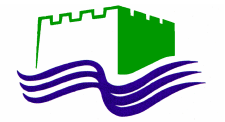
### B1 - Grounds for mandatory rejection

#### Important Notice:

In some circumstances the Authority is required by law to exclude you from participating further in a procurement process. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. See the Public Contracts Regulation 2006, Regulation 23.

Please state 'Yes' or 'No' to each question.

<b>B1.</b>	<b>Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</b>	Yes	No
(i)	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);	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	an offence under the Bribery Act 2010	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	the offence of bribery;	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	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	<input type="checkbox"/>	<input type="checkbox"/>



	of:		
(iv.1)	the offence of cheating the Revenue;	<input type="checkbox"/>	<input type="checkbox"/>
(iv.2)	the offence of conspiracy to defraud;	<input type="checkbox"/>	<input type="checkbox"/>
(iv.3)	fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	<input type="checkbox"/>	<input type="checkbox"/>
(iv.4)	fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	<input type="checkbox"/>	<input type="checkbox"/>
(iv.5)	defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;	<input type="checkbox"/>	<input type="checkbox"/>
(iv.6)	an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	<input type="checkbox"/>	<input type="checkbox"/>
(iv.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;	<input type="checkbox"/>	<input type="checkbox"/>
(v)	money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	<input type="checkbox"/>	<input type="checkbox"/>

**B2.** If your response to any of the questions in B1 is yes please provide further details below

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### B3 - Grounds for discretionary rejection

#### Important Notice

**The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out in B4 below full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.**

Please state 'Yes' or 'No' to each question.

<b>B3.1</b>	<b>Is any of the following true of your organisation?</b>	Yes	No
(i)	<u>being an individual</u> , i.e. sole trader is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has 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 appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	<u>being a partnership constituted under Scots law</u> , has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	<u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u> has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	<input type="checkbox"/>	<input type="checkbox"/>
<b>B3.2</b>	<b>Has your organisation</b>	<input type="checkbox"/>	<input type="checkbox"/>
(i)	been convicted of a criminal offence relating to the conduct of your business or profession;	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	committed an act of grave misconduct in the course of your business or profession;	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or	<input type="checkbox"/>	<input type="checkbox"/>
(v)	been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of	<input type="checkbox"/>	<input type="checkbox"/>



	the Public Contracts Regulations 2006?		
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<b>B4.</b>	If your response to any of the questions in B3 is yes please provide details of the relevant incident and any remedial action taken subsequently.

### C. ECONOMIC AND FINANCIAL STANDING

FINANCIAL INFORMATION		
<b>C1.</b>	Please provide the following set out below-;	Enclosed
(i)	A copy of your audited accounts for the most recent three years to include: Balance Sheet, Profit and Loss Account, cash flow statement, full Notes to the Accounts, Director's Report/Auditor's Report. <b>Please clearly label the files; Accounts</b>	<input type="checkbox"/>
(ii)	If not already included in your audited accounts please provide a statement of your turnover, profit & loss account and cash flow for the most recent 3 years of trading	<input type="checkbox"/>
(iii)	Alternative means of demonstrating financial status if trading for less than a year	<input type="checkbox"/>

<b>C2.</b>	Please state your organisation's financial turnover (from audited accounts) for the last three years beginning with the most recent figures. If your business has not been in operation for 3 years, please provide this information since creation of the business:		
	• Year:	to	£
	• Year:	to	£
	• Year:	to	£
<b>C3.</b>	Please indicate your organisation's net profit (or loss) for the last 3 years beginning with the most recent figures;		

		• Year:	to	: Profit	£	: Loss	£	
		• Year:	to	: Profit	£	: Loss	£	
		• Year:	to	: Profit	£	: Loss	£	
<b>C4.</b>	Please state your organisation's assets and liabilities for the last 3 years, starting with the most recent figure:							
		• Year:	to	: Assets	£	: Liabilities	£	
		• Year:	to	: Assets	£	: Liabilities	£	
		• Year:	to	: Assets	£	: Liabilities	£	
<b>C5.</b>	Has your organisation met the terms of its banking facilities, loan agreements (if any), and obligations to pay its creditors and staff during the past year? If no, what were the reasons, and what has been done to put things right?						Yes	No
							<input type="checkbox"/>	<input type="checkbox"/>
<b>C6.</b>	Please advise of any other comments about your finances that you believe is important to your application							

<b>C7.</b>	<b>INSURANCE</b> - Please confirm that your organisation have this in place.	Yes	No
(i)	Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £10 million.	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Public liability insurance (minimum requirement £10 million)	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Professional liability / insurance (minimum requirement £2million)	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	Product liability (for use where goods are to be supplied)	<input type="checkbox"/>	<input type="checkbox"/>
	If your organisation does not have the minimum requirement as stated above, is your organisation willing to increase its insurance cover?	<input type="checkbox"/>	<input type="checkbox"/>

## **D. EQUALITY & DIVERSITY**

### ***Section D – Equality and Equality of Opportunity***

#### **Equalities**

The Equality Act 2010 aims to eliminate unlawful racial discrimination and to advance equality of opportunity and foster good relations. The Act established a new Single Equality Duty on public authorities. This consolidates the three existing public duties on race disability and gender. Additionally it covers age sexual orientation religion or belief, pregnancy and maternity and gender reassignment. The London Borough of Tower Hamlets seeks to ensure that services, which other organisations carry out on its behalf, are carried out with the same regard for the promotion of equality and that the needs of diverse groups in our community are taken into account when designing and delivering public services.

The Council is committed to developing, promoting and delivering its services, information and employment opportunities without discriminating on the basis of a person's race, disability, age, gender, religion, sexuality or any other aspect of an individual's background or heritage which is used as justification for unfair treatment.

The Council expects that its contractors and others who deliver its services share and implement this vision and these values. All organisations wishing to provide services on Tower Hamlets' behalf must be able to demonstrate that all reasonably practicable steps are being taken to allow equal access and equal treatment in employment and service delivery for all.

#### **Evaluating Suppliers**

The Council requires suppliers to demonstrate that they comply with equality in employment legislation. We will carry out an evaluation of your Equal Opportunities Policy against a set of standard criteria.

#### **Equalities - Standard Assessment Criteria**

All suppliers must achieve the criteria listed below.

1. All suppliers must provide an equal opportunities policy in respect of race, gender and disability that covers at least:-
  - (a) Recruitment, selection, training, promotion, discipline and dismissal;
  - (b) Discrimination, harassment and victimisation, making it clear that these are disciplinary offences with the supplier;
  - (c) Identification of the senior position with responsibility for the policy and its effective implementation; and



- (d) Communicating the policy to your staff;
2. Effective implementation of the policy in the suppliers' recruitment practices, to include open recruitment methods such as the use of job centres, careers service or press advertisements.
  3. Regular reviews of the policy.
  4. Regular monitoring of the numbers of job applicants from different gender, disability and ethnic groups.
  5. Provide written instructions to managers and supervisors on equality in recruitment, selection, training, promotion, discipline and dismissal of staff.
  6. Provide equality training for managers and any staff responsible for recruitment and selection.
  7. Carry out monitoring on the number of employees from different gender, disability and ethnic groups by grade when:
    - (a) in post;
    - (b) applying for posts;
    - (c) taking up training and development opportunities;
    - (d) promoted;
    - (e) transferred;
    - (f) disciplined and dismissed; and
    - (g) leaving employment.
  8. If monitoring reveals under-representation of the groups listed in 7 above what action, including positive steps, are taken to address any imbalances.
  9. Regular reporting and consultation on equality issues within the workforce.
  10. Mention in the supplier's recruitment advertisements and publicity literature that equal opportunities practices are in place.

<b><i>Permanent Staff</i></b>	
<b>D1.</b>	Please state the number of direct employees in your company (including Directors, Partners, full and part time)

staff etc).	
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The following questions are based on the questions and descriptions of evidence prescribed by the Secretary of State in respect of section 18(5) of the Local Government Act 1988. You are required to demonstrate compliance with equality in employment legislation through your answers to these questions and to provide supporting information when and if requested.

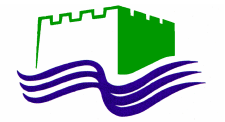
<b>Part 2: Section D – Equality and Equality of Opportunity</b>		<b>Yes</b>	<b>No</b>
<b>D2.</b>	Does your policy embrace all of the minimum requirements set out above?	<input type="checkbox"/>	<input type="checkbox"/>
<b>D3.</b>	In the last three years has any finding of unlawful discrimination or other breach of equality law been made against your organisation by any court or industrial tribunal?	<input type="checkbox"/>	<input type="checkbox"/>
<b>D4.</b>	In the last three years has your organisation been the subject of a formal investigation by the Commission for Racial Equality, the Equal Opportunities Commission or the Disability Rights Commission on the grounds of alleged breach of equality law?	<input type="checkbox"/>	<input type="checkbox"/>
<b>D4.1</b>	If the answer to D3 or D4 above is yes, please provide details of what steps you took in consequence of any findings.		
<b>D5.</b>	Equal Opportunities Policy		
<b>D5.1</b>	Do you have an Equal Opportunities Policy?	<input type="checkbox"/>	<input type="checkbox"/>
<b>D5.2</b>	Is your policy on equal opportunities at work clearly set out and accessible to all?	<input type="checkbox"/>	<input type="checkbox"/>
<b>D5.3</b>	Do you provide clear written instructions on equality, in accordance with the above, to those concerned with recruitment, training and promotion and in the process of supplying your goods/services or works?	<input type="checkbox"/>	<input type="checkbox"/>
<b>D5.4</b>	Are your equality documents issued to all employees, unions or other representative groups?	<input type="checkbox"/>	<input type="checkbox"/>
<b>D5.5</b>	Do you ensure that your equalities policy is reflected in recruitment advertisements or other literature?	<input type="checkbox"/>	<input type="checkbox"/>



D6.	Do you observe, as far as possible, the Commission for Racial Equality's Code of Practice for Employment, as approved by Parliament in 1983, which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment, including the steps that can be taken to encourage members of the ethnic minorities to apply for jobs or take up training opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
D7.	Do you foster good relations when running your business and providing services?	<input type="checkbox"/>	<input type="checkbox"/>
D8.	Is your organisation currently subject to UK legislation? If not, please supply details of your experience in working under equivalent material legislation which in your country is designed to eliminate discrimination and promote equality of opportunity?	<input type="checkbox"/>	<input type="checkbox"/>
D9.	Please confirm that your organisation has a <b>method statement</b> that complies with UK and European equalities legislation relating to service delivery and employment. <b>You will be required to include a copy at tender stage to verify your response; any discrepancies could result in your tender being disqualified.</b>  The method statement should include details of:  <ol style="list-style-type: none"> <li>1. Your organisation's equal opportunities policy;</li> <li>2. Your approach to setting priorities and targets, and developing an action plan;</li> <li>3. The seniority of the person who oversees effective implementation;</li> <li>4. Details of how this policy is communicated to staff;</li> <li>5. Details of procedures that you have to protect your staff from unlawful discrimination;</li> <li>6. Training on equalities provided to staff; and</li> <li>7. Your monitoring arrangements for tracking progress.</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>

## E. Health and Safety

		Yes	No
E1.	Does your organisation have a written Health & Safety policy? (covering General Policy, Organisation and Arrangements) as required by Section 2(3) of the Health and Safety at Work Act 1974 and any codes of safe work practices. <b>If yes please</b>	<input type="checkbox"/>	<input type="checkbox"/>



	<b>attach a copy of the policy</b>		
	<b>Policy Enclosed</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E2.</b>	Has your organisation been the subject of any prosecutions with or without charge for contravening the Health & Safety at Work Act 1974, or equivalent national legislation, and /or any formal investigation by the Health & Safety Executive or similar national body charged with supervision of health and safety standards. (10)? <b>If yes, please give details and include what steps did you take in consequence of the prosecution / prohibition?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>E3.</b>	Has your organisation, or a subcontractor working for you, or any of your employees, been subject to prosecution or prohibition notices by the Health and Safety Executive, or other enforcing agencies? <b>(If yes, please give details and include what steps did you take in consequence of the prosecution)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## F. Technical and Professional Ability

(Where the Potential Provider is a special purpose vehicle and not intending to be the main provider of the goods or services, the information requested should be provided in respect of the principal intended provider of the goods or services.)

### SERVICE SPECIFIC QUESTIONS

<b>F. 1</b>	How many staff does your organisation (including consortia members or where appropriate) employ relevant to the carrying out of services to those required under this contract? Non scoring Question
<b>F. 2</b>	Please provide an outline of your organisation's experience in providing services to: <ul style="list-style-type: none"> <li>• People with learning disabilities</li> <li>• Supporting people with learning disabilities into vocational and employment opportunities</li> <li>• developing social enterprises and working with local, voluntary, commercial and statutory organisations to develop training and employment</li> </ul>

	opportunities
<b>F. 3</b>	Please provide details of how you have managed to deliver services through a floating support model or through hubs working with other voluntary and statutory sector providers.
<b>F. 4</b>	How would you ensure that your workforce reflects the community served
<b>F. 5</b>	Please outline your approach to delivering personalised services focusing on supporting individuals aspirations linked to training and employment, which are responsive to the requirements of individual support plans.
<b>F. 6</b>	Please outline your approach to ensuring that all care staff employed have, or are working towards, as a minimum NVQ level 3 in Information, Advice and Guidance, or a minimum Level 3 qualifications in literacy and numeracy. What proportion of your current workforce have achieved either of the afore mentioned level?
<b>F. 7</b>	Please provide a copy of your organisation’s Safeguarding Policy and Procedures and tell us when this was introduced and last reviewed.
<b>F. 8</b>	Experience and examples Please provide details of up to three contracts from either or both the public or private sector, that are relevant to the Authority’s requirement. Contracts for the supply of goods or services should have been performed during the past three years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them).

<b>F</b>	<b>EXPERIENCE AND CONTRACT EXAMPLES</b>			
	Please provide details of up to three contracts from either/or both the public and private sector, that are relevant to the Authority’s requirement. Contracts for the supply of goods or services should have been performed during the past <u>three</u> years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them).			
		Contract 1	Contract 2	Contract 3
	Customer Organisation (name):			
	Customer contact name, phone number and email:			



Contract start date:			
Contract completion date:			
Contract Value:			
Brief description of contract (max 150 words) including evidence as to your technical capability in this market.:			
If you cannot provide at least one example, please briefly explain why (100 words max):			

**WHEN YOU HAVE COMPLETED THE QUESTIONNAIRE, PLEASE READ AND SIGN THE SECTION BELOW.**

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 confirm that we are willing and able to provide copies of all policies, statements and other documents referred to above, should the London Borough of Tower Hamlets/ Tower Hamlets Homes request to see them

I/We declare that to the best of my/our knowledge the answers submitted in this PQQ are correct. I/We understand that the information will be used in the process to assess the organisation's suitability to be invited to tender for the Authority's requirement and I am signing on behalf of my organisation. I/We understand that the Contracting Authority may reject this PQQ if there is a failure to answer all relevant questions fully or if I/we provide false/misleading information

I/We understand that false information could result in my/our exclusion from the selected list of Invitees.

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 Select List of Tenderers.

<b>Name</b>	
<b>Post</b>	
<b>Signature</b>	
<b>Date</b>	

Please note the term "organisation" refers to: Sole Traders, Partnerships, Co-operatives, Public Limited Companies, Private Limited Companies and Voluntary Organisations as appropriate. The undertaking should be signed by the applicant, a partner or authorised representative in her/his own name and on behalf of the organisation.

**BEFORE RETURNING THIS APPLICATION FORM, PLEASE ENSURE THAT YOU HAVE:**

- § Answered all questions appropriate to your application
- § Attached relevant documents (clearly marked)