

PRE-QUALIFICATION QUESTIONNAIRE

December 2023

Refurbishment of

**Project Art Works Arches 2 and 3
Braybrooke Terrace, Hastings
TN34 1TD**

for

Project Art Works

In association with:

Adams and Sutherland Architects

This Pre-Qualification Questionnaire (“PQQ”) has been issued by Adams and Sutherland.

Notes for completion:

Please answer every question. If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

Should your response to any question require, be aided by or be better clarified by the inclusion of an attachment, please indicate in the space provided and append to your submission.

“You”/ “Your” means the business or company which is completing this PQQ.

Please return this form to:

Helen Charlton, Project Art Works helen@projectartworks.org

Not later than:

10pm, Tuesday 12th January 2024

For all enquiries regarding this PQQ contact:

Email: helen@projectartworks.org

Tel: 01424 423 555

Pre-Qualification Questionnaire

To facilitate assessment of interested Contractors' capabilities and the selection of tenderers for the Project, the Contractor is requested to provide the following information, details and confirmations:

	Corporate particulars	
1	Full company name, address, and registration number.	
2	Principal place of business.	
3	Registered office (if different).	
4	Contact details for enquiries.	
5	Particulars of ultimate holding company and group structure diagram.	
6	Availability of parent company guarantee.	
7	Relevant trade registrations.	
8	VAT registration number.	

	Financial standing	
9	Report and audited accounts for last 3 financial years – please attach.	
10	Statements of turnover for that period in respect of the divisional activities most closely related to the Project – please attach.	
11	Contact details for bank referees.	
12	Alternative demonstration of financial standing – please attach if required.	

	Technical capability and record	
13	<p>Please provide evidence of recent experience and record on comparable projects with particular emphasis on:</p> <ul style="list-style-type: none"> - Charity or Public Sector - Project value £500,000 - £2m - Traditional procurement - Refurbishment works - Steel frame - Working in space-constrained sites. - Working in and around neighbouring businesses which need to remain in operation during the works. - Experience of working on live sites and publicly funded projects. Please provide details / examples. - Previous experience working on projects next to railways which involved engaging with Network Rail. - Experience in working with VAT zero rated new builds. Contractor will be required to use the 'Zero-rated and reduced rated building work certificate' in accordance with VAT Public Notice 708 'Buildings and Construction'. Section 3, paragraph 14.7. 	
14	Contact details for referees in relation to those projects (2nr Architects, 2nr Quantity Surveyors and 2nr Client).	
15	Please provide details of your bespoke design capabilities and your approach to Contractor Design Portions and design management generally.	
16	Please provide details of your approach to site logistics, delivery and programme management.	

17	Provide details of your current and anticipated workload and capacity.	
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	Management and Personnel – please provide:	
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18	The Company's management structure and personnel resources and the manner in which they contribute to projects of this type.	
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19	The proposed management team for this Project (including names, positions, qualification, experience and intended roles) and the approach to management / engagement of the Client.	
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20	The Company's policies, procedures, arrangements for ensuring implementation and record in relation to:	
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20.1	- General training and staff development.	
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20.2	- Health and safety matters (including accident rates and safe working/preventative measures, CDM compliance, workforce information and training, occupations health and welfare).	
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20.3	- Environmental management including operational environmental impact and sustainable construction and operation.	
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20.4	- Quality management.	
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20.5	- Equal opportunities and diversity.	
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20.6	- Community relations and, in public procurement, local economic impact.	
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	Insurances	
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21	Details of existing public and employer's liability cover, works insurance, product liability cover and professional indemnity insurance.	
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22	Contact details for contractor's insurance brokers.	
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	Sub-Contractors and Supply Chain	
23	Preliminary plans for sub-contracting and list of typical sub-contractor names that you would consider using to carry out this work.	

	Good standing, material litigation, etc.	
24	Confirmation that neither the company nor (to the best of its knowledge) any of its past or present directors, officers, or persons controlling it or acting as its agent have been charged with or convicted of any offence involving corruption, bribery, fraud, fraudulent trading, theft, money laundering or conspiracy.	
25	Confirmation that there are no material litigations or other proceedings pending or threatened in relation to the conduct of the company's business or arising out of any projects undertaken by the company that involve or may involve the company or which it is aware involves or may involve any member of its supply chain.	
26	Confirmation that there have in the last 3 years been no known breaches of health and safety, CDM, environment or other statutory regulations relating to its construction activities that have led or may lead to the prosecution of an order against the company or any of its directors, officers or other employees.	