

RIGB Footprint Project

Royal Institution of Great Britain

Selection Questionnaire Response

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The SQ template includes a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply¹. If any of the grounds for exclusion do apply, there is an opportunity to explain any measures you have taken to demonstrate your reliability notwithstanding the existence of a ground for exclusion (we call this self-cleaning).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

Supplier Selection Questions: Part 3

The procurement documents will provide instructions on the selection questions you need to respond to and how to submit those responses. If you intend to use subcontractors, you should complete all of the selection questions on behalf of the any subcontractors.

Unless expressly requested, you are not required to submit documentary evidence to support your responses. However, If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another supplier.

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

Notes for completion

See full list of exclusions appended to end of questionnaire

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation the use of subcontractors, may be subject to change and will, therefore, not be finalised until a later date.
5. For part 1 and part 2 every member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
6. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:
 - members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
 - the second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.
7. The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.
8. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in [Schedule 1](#) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, [read the terms](#) and email publicprocurementreview@cabinetoffice.gov.uk or phone 0345 010 3503.

Part 1: Questions (General Information)		
Mandatory (M) or Optional (O) to include in the selection questionnaire.		
	Question	Response
M	Name (if registered, please give the registered name)	
M	Registered address (if applicable) or head office address	
M	Registered website address (if applicable)	
M	Trading status a) - public limited company b) - private limited company c) - limited liability partnership d) - other partnership e) - sole trader f) - third sector g) - other (please specify your trading status)	
M	Date of registration (if applicable) or date of formation.	
M	Registration number (company, partnership, charity, etc if applicable).	
M	Registered VAT number.	
M	Are you registered with the appropriate professional or trade register(s) specified for this procurement and as set out in the procurement documents in the country where your organisation is established? If YES please provide the relevant details, including the name of the register and registration number(s) and, if evidence of registration is available electronically, please give the website address, issuing body and reference number.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
M	For procurements for services only , is it a legal requirement in the country where you are established for you to: a) possess a particular authorisation, or b) be a member of a particular organisation, to provide the requirements specified in this procurement? If YES please provide additional details of what is required and confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

M	<p>Relevant classifications (state whether you fall within one of these, and if so which one)</p> <p>a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual</p>	
M	Are you a Small, Medium or Micro Enterprise (SME) ² ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Details of Persons with Significant Control (PSC) ³ , where appropriate ⁴ :	
M	- Name	
M	- Date of birth	
M	- Nationality	
M	- Country, state or part of the UK where the PSC usually lives	
M	- Service address	
M	- The date he or she became a PSC in relation to the company ;	
M	- Which conditions for being a PSC are met:	
	- Over 25% up to (and including) 50%	
	- More than 50% and less than 75%	
	- 75% or more	
O	(Please enter N/A if not applicable)	
M	Details of your immediate parent company:	
M	- Full name of immediate parent company,	
M	- Registered or head office address,	
M	- Registration number (if applicable),	
M	- VAT number (if applicable),	
O	Please enter N/A if not applicable)	
M	Details of ultimate parent company:	
O	- Full name of ultimate parent company,	
O	- Registered or head office address,	
O	- Registration number (if applicable),	
M	- VAT number (if applicable),	
O	(Please enter N/A if not applicable)	

²See definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

³UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](#). Overseas bidders are required to provide equivalent information.

⁴Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only.

M	Are you bidding as a single supplier or as part of a group or consortium?	
M	<p>If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please tell us:</p> <p>a) The name of the group/consortium.</p> <p>b) The proposed structure of the group/consortium, including the legal structure where applicable.</p> <p>c) The name of the lead member in the group/consortium.</p> <p>d) Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).</p> <p>e) If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e., are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for.</p>	
M	<p>If you are proposing to use subcontractors/a supply chain please provide the following details for each subcontractor/supply chain member. 15</p> <p>Name</p> <p>Registration number</p> <p>Registered or head office address</p> <p>Trading status:</p> <p>a) public limited company</p> <p>b) private limited company</p> <p>c) limited liability partnership</p> <p>d) other partnership</p> <p>e) sole trader</p> <p>f) third sector</p> <p>g) other (please specify your trading status)</p> <p>Registered VAT number</p> <p>SME?</p> <p>The role each subcontractor will take in providing the works and /or supplies e.g., key deliverables.</p> <p>The approximate % of contractual obligations assigned to each subcontractor</p> <p>Is the subcontractor being relied upon to meet the selection criteria (i.e., are you relying on</p>	

	the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for?	

15 This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18.

Part 2: Exclusion Grounds Questions		
Section 2	Grounds for mandatory exclusion	
Question number	Question	Declaration
M	<p>Within the past five years, anywhere in the world, have you or any person who 16 :</p> <ul style="list-style-type: none"> • is a member of the supplier's administrative, management or supervisory body or • has powers of representation, decision or control in the supplier⁵, • been convicted of any of the offences within the summary below and listed in full in Annex D? 	
M	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Terrorist offences or offences linked to terrorist activities.	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Money laundering or terrorist financing.	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Child labour and other forms of trafficking in human beings.	Yes <input type="checkbox"/> No <input type="checkbox"/>

M	Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction <u>outside</u> England, Wales or Northern Ireland.	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	<p>If you have answered yes to any part of question 2.1(a), please provide further details, including:</p> <ul style="list-style-type: none"> • date of conviction and the jurisdiction, • which of the grounds listed the conviction was for, • the reasons for conviction, • the identity of who has been convicted. <p>If the relevant documentation is available electronically please provide:</p> <ul style="list-style-type: none"> • the web address, • issuing authority, • precise reference of the documents. • 	
M	If you have answered YES to any part of the questions on mandatory exclusion grounds, please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion (Self-cleaning)	

16 Note that should be included in e-procurement systems for this question: For the mandatory exclusion grounds only, you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities: The first category is members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board. The second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn't necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

Part 2 Questions (Exclusion Questions)	Questions Grounds	Mandatory and discretionary grounds relating to the payment of taxes and social security contributions
The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex D, and should be referred to before completing these questions.		
	Question	Declaration
M	<p>Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.</p> <p>If documentation is available electronically please provide:</p> <ul style="list-style-type: none"> the web address, issuing authority, precise reference of the documents 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
M	<p>If you have answered NO to this question, please provide further details including the following:</p> <ul style="list-style-type: none"> - Country concerned - the amount concerned - how the breach was established, i.e., through a judicial or administrative decision or by other means - if the breach has been established through a judicial or administrative decision <p>please provide the date of the decision</p> <ul style="list-style-type: none"> - if the breach has been established by other means please specify the means. 	
M	<p>Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions		

Part 2 Questions (Exclusion Grounds Questions)	Grounds for Discretionary Exclusion	
The detailed grounds for discretionary exclusion of an organisation are set out in Annex D, and should be referred to before completing these questions.		
	Question	Declaration
M	Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in Annex D applied to you?	
M	Breach of environmental obligations? To note that environmental law obligations include Health and Safety obligations. See Annex D.	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Breach of social law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Bankruptcy or subject of insolvency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Distortion of competition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Conflict of interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
M	Prior performance issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>

M	<p>Do any of the following statements apply to you?</p> <p>You have 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.</p> <p>You have withheld such information.</p> <p>You are not able, without delay, to submit documents if/when required under Regulation 59.</p> <p>You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
M	<p>You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.</p> <p>If you are a relevant commercial organisation please -</p> <ul style="list-style-type: none"> confirm that you have published a statement as required by Section 54 of the Modern Slavery Act. confirm that the statement complies with the requirements of Section 54. 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
M	<p>If you have answered YES to any of the questions relating to grounds for discretionary exclusion (or NO to any of the Modern Slavery Act questions), please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion? (Self-cleaning).</p>	

Part 3: Selection Questions		
	Economic and Financial Standing	
	Question	Response
M	<p>If documentary evidence of economic and financial standing is available electronically (e.g., financial statements filed with Companies House), please provide:</p> <ul style="list-style-type: none"> - the web address - issuing authority - precise reference of the documents. 	
M	<p>If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).</p>	
M	<p>Also please provide for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing a copy of their detailed accounts for the last two years (audited if required by law)..</p>	
M	<p>If you cannot provide an electronic link to your audited accounts, and cannot provide a copy, please provide any of the following alternatives:</p> <p>(a) A statement of your annual turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.</p> <p>(b) Alternative information to evidence economic and financial standing if any of the above are not available (e.g., forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p>	
M	<p>The minimum level of economic and financial standing and/or a minimum financial threshold shall be a turnover of at least three times the estimated value of the project and have a positive net asset value, please 'self-certify' that you meet the requirements set out in the procurement documents.</p>	

M	Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required.	
Technical and Professional Ability (Administrative)		
	Question	Response
M	<p>Insurance Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer' s (Compulsory) Liability Insurance = £10m Public Liability Insurance = £25m Professional Indemnity Insurance = £10m Product Liability Insurance = £10m</p> <p>*There is a legal requirement for certain employers to hold Employer' s (Compulsory)</p> <p>Liability Insurance of £5 million as a minimum.</p> <p>See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
O	<p>Data Protection Do you have in place, or you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects.</p> <p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> • to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; • to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data; • to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable; • to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place); • to maintain records of personal data processing activities; and 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<ul style="list-style-type: none"> to regularly test, assess and evaluate the effectiveness of the above measures. 	
M	<p>Health and Safety Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). [Please use no more than 500 words.]</p> <p>Has your organisation committed any breaches of health and safety legislation In the last 5 years</p> <p>If so, provide all the relevant details of such previous breaches, applicable to the country in which you operate, on comparable projects, for both:</p> <ul style="list-style-type: none"> - Your organisation - All your supply chain members involved in the production or supply of steel 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
M	<p>Sustainability / Environmental Please provide your Sustainability / Environmental Policy. We note that there will be a Social Value question with a weighting of 10% at ITT stage.</p>	
M	<p>Building and Safety Act (PASS/FAIL) Please confirm you will perform all duties as Principal Contractor under the Building and Safety Act.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

M	Client direct MEP equipment order novation (PASS/FAIL) RI is considering ordering long lead time MEP equipment as soon as a Listed Building Consent is obtained (estimated date May 2025) to de-risk the construction programme. Please confirm you are willing to take on a novation of the order for the specified equipment including all warranties (specifications provided in attached)	Yes <input type="checkbox"/> No <input type="checkbox"/> HH to provide
M	Client direct Crane Lifting slot booking novation (PASS/FAIL) RI is considering pre-booking a crane lifting slot and related permits for both strip out and installation of the MEP equipment. Please confirm you are willing to take on a novation of the booking (details to be provided at ITT)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Technical and Professional Ability (Experience)	
M	<p>Q.1a Relevant experience and contract examples - 30% of the qualitative assessment – each example of equal weighting).</p> <p>Please provide up to 3 relevant examples, completed within the last 3 years, preferably with a value in excess of £2m and no more than £10m demonstrating experience of the following aspects:</p> <ol style="list-style-type: none"> i. Refurbishment and alteration of historic buildings (preferably pre-war / listed buildings). ii. Institutions (or other public buildings). iii. Comprehensive renewal of building services of existing (preferably listed) buildings. iv. Sustainability enhancements to existing (preferably listed) buildings. v. Identification and management of specialist sub-contractors for refurbishment and adaptation of listed buildings. vi. Coordination and integration of the completion of specialist trade contractor design through Contractor Design Portions or Design & Build contractual arrangements. vii. Projects in constrained city centre locations (preferably in Westminster or other central London locations). viii. Complex temporary works (e.g. structural alterations). ix. Neighbourly matters (e.g. Party Wall awards). x. Working in operationally live buildings. <p>Each example should provide the following basic information in the table below:</p> <ul style="list-style-type: none"> • Name of client organisation. • Point of contact for the organisation, including role within the organisation, address, telephone number and email. <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>In addition each example should be no more than 3 sides of A4 and should provide the following information:</p> <ul style="list-style-type: none"> • Brief description of the contract scope. • Names of consultant team. • Form of procurement and contract. • Contract sum and outturn construction cost. • Contract commencement/completion dates and actual completion dates. • Health and safety record for the project (for example, number of reportable and non-reportable incidents, hours worked without incident etc).

	<ul style="list-style-type: none"> • Relevance to the project characteristics stated above, and explanation of how it is comparable to RIBA's House of Architecture Project at 66 Portland Place. • Added value offered by your organisation. <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 is to 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). Where the Supplier 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 main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see Q.2 Additional Questions to Assess Technical and Professional Ability.</p>
--	---

Main Contract	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			

Scoring Method (0-10) for Q.1 Relevant Experience and Contract Examples	
0	Non-Compliant Response: No information is provided, or the content of the response does not address the stated requirements.
1	Questionably Unacceptable Response: The information provided is largely incomplete, and/or the example cannot be considered relevant.
2	Very Poor Response: The information provided contains extensive and significant omissions, and/or the relevance of the example is questionable.
3	Poor Response: The information provided contains a number of significant omissions and/or the example is relevant only to a minority (four or less) of project characteristics i-ix listed in 6.1a).
4	Unsatisfactory Response: The response contains minor omissions, and/or the example is relevant to the majority (five or more) of project characteristics i-ix listed in 6.1a).
5	Satisfactory Response: The response is considered to provide all of the required information, and the example has some but limited relevance to all of project characteristics i-ix listed in 6.1a).

6	Good Response: The response provides all of the required information. The example demonstrates direct relevance to at least three of the project characteristics i-ix listed in 6.1a), and some but limited relevance to the remainder. In order for the example to be considered to have “direct” relevance in relation to a listed characteristic, the content must clearly explain how the experience specifically relates to the House of Architecture Project (based on the information provided with the Selection Questionnaire).
7	Very Good Response: The response provides all of the required information, and the example demonstrates direct relevance to all of project characteristics i-ix listed in 6.1a). In order for the example to be considered to have “direct” relevance in relation to a listed characteristic, the content must clearly explain how the experience specifically relates to the House of Architecture Project (based on the information provided with the Selection Questionnaire).
8	Excellent Response: The response provides all of the required information. The example demonstrates a high degree relevance to at least three of the project characteristics i-ix listed in 6.1a), and direct relevance to the remainder. In order for the example to be considered to have “a high degree” of relevance in relation to a listed characteristic, the content must clearly explain how the experience is particularly relevant, and how and why this experience is transferable to the House of Architecture Project (based on the information provided with the Selection Questionnaire).
9	Outstanding Response: The response provides all of the required information. The example demonstrates a high degree relevance to at least five of the project characteristics i-ix listed in 6.1a), and direct relevance to the remainder. In order for the example to be considered to have “a high degree” of relevance in relation to a listed characteristic, the content must clearly explain how the experience is particularly relevant, and how and why this experience is transferable to the House of Architecture Project (based on the information provided with the Selection Questionnaire).
10	Exemplary Response: The response provides all of the relevant information, and the example demonstrates a high degree of relevance to all of project characteristics i-ix listed in 6.1a). In order for the example to be considered to have “a high degree” of relevance in relation to a listed characteristic, the content must clearly explain how the experience is particularly relevant, and how and why this experience is transferable to the House of Architecture Project (based on the information provided with the Selection Questionnaire).

M	<p>Q.1b Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
---	---

M	Q.1c If you cannot provide at least one example for Q.1a, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.
---	--

--	--

M	Q.2 Additional Questions to Assess Technical and Professional Ability
a.	Please describe, using your relevant experience and technical and professional ability, how you have successfully delivered transformation contracts involving refurbishment, alteration and extension of an existing (and preferably listed) and working in operationally live buildings. We would like you to demonstrate how you identified the constraints and risks associated with the work and actively managed them. Please limit your response to 1.5 side of A4. Weighting = 20%.
b.	Please describe, using your relevant experience and technical and professional ability, how you have successfully managed the procurement and installation of complex building services within existing/historic buildings. We would like you to demonstrate how you approached the selection and management of your supply chain, completion and coordination of the final design, and commissioning of the building systems. Please limit your response to 1 side of A4. Weighting = 15%.
c.	Please describe, using your relevant experience and technical and professional ability, how you have planned and delivered contracts for non-commercial, and/or charitable, institution. We would like you to demonstrate how you identified and met the particular requirements of that organisation (for example, safety, security, quality, cost, time) and how you communicated issues and reported performance relating to these issues. Please also set out how you managed interfaces with immediate neighbours. Please limit your response to 1 side of A4. Weighting = 15%.
d.	Describe, using your relevant experience and technical and professional ability, how you have successfully developed and delivered a programme and logistical plan for a contract of equivalent complexity to the Royal Institution of Great Britain and with programme constraints of a similar nature (here we are looking at a six-week - end July-Early September 2025 –operationally reduced activity period for Ri during which the majority of the works except making good and final commissioning are carried out) . Please demonstrate how you identified the optimum sequence of activities, developed the programme and measured and reported progress. Please evidence how you identified potential and actual delays to the programme and agreed appropriate mitigation. Please limit your response to 1.5 side of A4. Weighting = 20%.

Q.2 Technical/Professional Ability – Scoring Criteria (0-10)	
0	Non-Compliant Response: No answer if provided, or the response does not address any of the requirements.
1	Questionably Unacceptable Response: The answer is largely incomplete, and/or demonstrates no relevance.
2	Very Poor Response: The answer contains extensive and significant omissions, and/or the relevance of the response is questionable with no supporting evidence.
3	Poor Response: The answer contains a number of significant omissions and/or the response is relevant only in part with little supporting evidence.
4	Unsatisfactory Response: The answer contains minor omissions, and/or the response is mostly relevant but lacking evidence in key areas.
5	Satisfactory Response: The answer is comprehensive and generally relevant. There is generally some evidence of transferable experience/ability, however, this is limited in some areas.
6	Good Response: The answer is comprehensive and entirely relevant, with sound evidence of transferable experience/ability in most areas. However, there are several areas where the evidence is less compelling.
7	Very Good Response: The answer is comprehensive and entirely relevant, with precise examples of transferable experience/ability in all areas.
8	Excellent Response: The answer is meticulous with precise examples of transferable experience/ability provided throughout. Plus in certain areas, the experience is particularly extensive or a distinct ability is demonstrated.
9	Outstanding Response: The answer is comprehensive and entirely relevant and in all areas the experience is particularly extensive or distinct ability is demonstrated.
10	Exemplary Response: The answer is comprehensive and entirely relevant and in all areas extensive experience or particular ability is demonstrated. In certain areas, singular experience or ability is demonstrated for example in terms on innovation or best practice.

17 This should include all situations where payments are due; not all payments involve an invoice (see PPN 10/23 Guidance

Document). You should explain this in the tender documents.

18 Central Government Departments, Executive Agencies and Non-Departmental Public Bodies

19 Supply chain’ means suppliers or subcontractors of any Tier that execute any works, supply any products or provide any services that are used wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of the contract.

20 You should explain in the tender documents what a reporting period is by referring to the DBT Guidance.

M	DECLARATION	
M	<p>I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database in any country free of charge or the contracting authority already possesses the documentation.</p> <p>I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.</p> <p>I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.</p> <p>I am aware of the consequences of serious misrepresentation.</p>	
M	Signature (electronic is acceptable) Date	
M	Contact details of those making the declaration	
M	Contact name Name of organisation Role in organisation Phone number E-mail address Postal address	

21 Applies to all Central Government Departments, Executive Agencies and Non-Departmental Public Bodies when conducting procurements covered by Part 2 of the Public Contracts Regulations 2015, the Utilities Contracts Regulations 2016, the Defence and Security Public Contracts Regulations 2011, and the Concessions Contracts Regulations 2016, where steel is being procured directly or indirectly.

Exclusion Grounds: Public Procurement

Mandatory Exclusion Grounds

Listed in Public Contract Regulations 2015 (as amended) R57(1), (2) and (3) and the Public Contract Directives 2014/24/EU Article 57(1).

Participation in a criminal organisation

Participation offence as defined by section 45 of the Serious Crime Act 2015

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.

Corruption

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;

The common law offence of bribery;

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.

Health and Safety

Successfully prosecution by the Health and Safety Executive for legislative breaches, enforcement action by the Health and Safety Executive or a significant and unacceptable level of RIDDORS.

Terrorist offences or offences linked to terrorist activities

Any offence:

listed in section 41 of the Counter Terrorism Act 2008;

listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;

under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points.

Money laundering or terrorist financing

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

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.

Child labour and other forms of trafficking human beings

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

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

An offence under section 1, 2 or section 4 of the Modern Slavery Act 2015.

Non-payment of tax and social security contributions

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or

a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;

a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established.

Other offences

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland.

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.

Discretionary Exclusions Grounds

Listed in Public Contract Regulations 2015 (as amended) R57(8) and the Public Contract Directives 2014/24/EU Article 57(4).

Obligations in the field of environment, social and labour law.

Where an organisation has violated applicable obligations 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 Directive (see copy below) as amended from time to time; including, but not limited to, the following:-

In the last 3 years, where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body).

In the last three years, where the organisation has 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.

In the last three years where the organisation has been convicted of a breach of the Health and Safety legislation.

In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).

Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;

Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;

Where the organisation has been in breach of the National Minimum Wage Act 1998.

Bankruptcy, insolvency

Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s 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.

Grave professional misconduct

Guilty of grave professional misconduct

Distortion of competition

Entered into agreements with other economic operators aimed at distorting competition.

Conflict of interest

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

Been involved in the preparation of the procurement procedure.

Advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure.

Prior performance issues

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.

Misrepresentation and undue influence

The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award, or withheld such information or is not able to submit supporting documents required under regulation 59.

Breach of obligations relating to the payment of taxes or social security contributions.

The contracting authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Additional grounds

ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —

ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;

ILO Convention 98 on the Right to Organise and Collective Bargaining;

ILO Convention 29 on Forced Labour;

ILO Convention 105 on the Abolition of Forced Labour;

ILO Convention 138 on Minimum Age;

ILO Convention 111 on Discrimination (Employment and Occupation);

ILO Convention 100 on Equal Remuneration;

ILO Convention 182 on Worst Forms of Child Labour;

Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;

Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);

Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)

Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

Consequences of misrepresentation

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;

The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.

If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).

