



Invitation to Participate Questionnaire (ITPQ)

And

Guide to the Conditions for Participation process for:

West Kentish Town Estate Phase 1 Works

[Insert unique identifier number]

DATE	STAGE
11 th June 2025	ITPQ published by the Authority
1 st July 2025	Clarification period closes
12 noon on 14 th July 2025	Closing date and time for receipt of requests to participate
15 th July 2025	Evaluations of requests to participate
11 th August 2025	Notification of successful / unsuccessful participants
12 noon on 16 th October 2025	Closing date and time for receipt of Initial Tender Submission Offers (ITSO)
20 th October 2025	Evaluation of Initial Tender Submission Offers (ITSO) commences
3 rd November 2025	Invitation to Participate in Negotiation (if required by the Authority)
13 th November 2025	Closing date and time for receipt of Final Tender (if required by the Authority)
27 th November 2025	Evaluation of Final Tenders completed (if applicable)
22 nd December 2025	Assessment Summaries issued to tenderers
22 nd December 2025	Contract Award Notice published

6 th January 2026	Expiry of standstill period
7 th January 2026	Award of Contract
8 th January 2026	Contract Details Notice published
28 th February 2026	Contract Copy published
31 st March 2026	Commencement Date of Contract
7 th June 2028	Contract completion date

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1. INVITATION TO PARTICIPATE

- 1.1. This is an Invitation to Participate Questionnaire (ITPQ) with Conditions of Participation from the London Borough of Camden (the “**Authority**”) for the purpose of providing a selection process for organisations interested in tendering for the provision of Phase 1 works of the West Kentish Town Estate Regeneration project (the “**Contract**”).
- 1.2. The term of the Contract is expected to be twenty-seven (27) months commencing March 2026.
- 1.3. This guide has been produced to enable the Authority to evaluate the economic and financial standing and quality, technical and professional ability of the organisations (the “**Supplier**”) that have expressed an interest in the Contract as set out in the Tender Notice.
- 1.4. This guide sets out the information to be provided by Suppliers wishing to express an interest and explains the procedure by which expressions of interest will be assessed and by which Suppliers will be selected to be invited to tender. Only those suppliers that are short-listed through this selection process will be invited to tender for the Contract.
- 1.5. Suppliers should ensure that they have fully read and understood this guide pack prior to completing their response to this selection process.

2. ABOUT THE WORKS BEING PROCURED

- 2.1. As set out in the Contract Notice the Authority is looking to award a contract for a works contractor to deliver 52 homes in the first of eight phases as part of the redevelopment of West Kentish Town Estate (the “**Works**”). The scheme proposes a complete redevelopment of the estate, to be delivered in eight phases. This phased approach supports both the decanting of existing residents and the viability of the project. When fully delivered, the masterplan will provide 856 new homes, including 326 social rent homes and 530 homes for private sale.
- 2.2. Full details of the requirements are set out in Schedule 2 West Kentish Town Project Summary.

3. THE PROCUREMENT

- 3.1. The procurement will be undertaken using the Competitive Flexible Procedure in accordance with s.20 of the Procurement Act 2023 (PA23).
- 3.2. To enable the Authority to assess an organisation’s suitability to become a prospective Supplier, it requires all the information requested in the Selection Questionnaire. The information disclosed in the Invitation to Participate Questionnaire (ITPQ), once it has been completed, will be used for the shortlisting of potential suppliers.
- 3.3. The proposed procurement timetable is set out in the front of this document. This is intended as a guide and whilst the Authority does not intend to depart from the timetable it reserves the right to do so at any stage.
- 3.4. The process will include up to four stages as follows:
 - 3.4.1. **Stage 1 - Invitation to Participate Questionnaire (ITPQ) with Conditions of Participation**

This stage follows the process set out in this document and the process set out in Section 11.

3.4.2. Stage 2 – Initial Tender Submission Offer (ITSO)

The Initial Tender Submission Offer (ITSO) requires tenderers to complete the tender response documents for the Quality Award Criteria and Pricing Schedule. The ITSO must be capable of being accepted without further negotiation. If deemed applicable and capable of being accepted, the Authority may choose not to proceed with further negotiations and award immediately to a Tenderer based on the Most Advantageous Tender (MAT) criteria

3.4.3. Stage 3 - Invitation to Participate in Negotiation (ITPN)

Based on the evaluation of Stage 2 and if a contract is not awarded, Tenderers may be shortlisted by the Authority and invited for further negotiation/dialogue. The purpose of the negotiations will be to consider the ITSO responses submitted by the Tenderers with a view to improving the content of the Final Tender.

Points of clarification provided by the Authority during the negotiation will be shared with all Tenderers on an anonymous basis with the exception of commercially sensitive information which will not be shared.

Tenderers may be asked to submit revised versions of responses to questions following the negotiation phase. Interim submissions will not be evaluated by the Authority but are intended to form the basis of further negotiations with the Tenderers if required

3.4.4. Stage 4 – Final Tender

Once the Authority is satisfied with the negotiated terms with Tenderers within the ITPN stage, the remaining shortlisted Tenderers will be asked to submit their Final Tenders, which must be capable of acceptance. The Final Tenders will incorporate any changes and/or improvements as a result of the negotiation stage.

The Authority reserves the right to reject a Final Tender that:

- Is dependent on a topic being the subject of negotiation (for example is incomplete or marked 'for discussion'); or
- Is incomplete and fails to include any specific proposals or responses; or
- Moves away from pricing provided in the Initial Tender or improved pricing settled in negotiation stage (moves away in this context means 'worsens' – i.e. it is open to Tenderers to submit improved positions or more economically advantageous tenders in the Final Tender)
- Moves away in a Final Tender from a proposal discussed and settled in negotiation stage (moves away in this context means 'worsens' – i.e. it is open to Tenderers to submit improved positions or more economically advantageous tenders in the Final Tender).

4. ABOUT THE PROCUREMENT SPECIFIC QUESTIONNAIRE (PSQ)

4.1. Response to Procurement Specific Questionnaire (including Conditions of Participation)

- a) There are three parts and Suppliers must complete:

- Part 1 – Confirmation that the Supplier has registered on, submitted and shared their core supplier information via [Find a Tender](#), the Central Digital Platform (CDP), where Suppliers can input their commonly used information for tenders and where UK contracting authorities can publish information relating to procurements.
 - Part 2 – additional exclusions information, consisting of:
 - Part 2A – identification of the Supplier's associated person(s); and confirmation that each associated person's: basic information, connected person(s), and exclusion grounds information has also been shared via the Central Digital Platform
 - Part 2B – Confirmation of supplier's intended sub-contractors
 - Part 3 questions relating to Conditions of Participation which a Supplier must satisfy in order to be considered for tender response assessment and award. They can relate to the Supplier's legal and financial capacity or their technical ability. The Conditions of Participation are made up of the following:
 - Part 3A – standard questions
 - Part 3B – additional questions
- b) the Procurement Specific questionnaire is embedded within the e-tendering portal ([ProContract](#));
- 4.2. Some of the information requested in the Procurement Specific Questionnaire will be for information purposes only. Other information will be assessed by the Authority along with the Conditions of Participation. This might include a pass or fail mechanism, or a threshold which the supplier must meet. Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

Consequences of misrepresentation

- 4.3. If the Supplier seriously misrepresents any factual information in filling in the Selection Questionnaire and so induce the Authority to enter into a contract, there may be significant consequences. The Supplier may be excluded from the procurement procedure. If a contract has been entered into as a result of this procurement the Supplier may be sued for damages and the Contract may be rescinded. If fraud, or fraudulent intent, can be proved, the Supplier or their responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and the Supplier must be excluded from further procurements for five years.

5. NOTES FOR COMPLETION OF THE PROCUREMENT SPECIFIC QUESTIONNAIRE (PSQ)

- 5.1. The Authority recognises that arrangements in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Authority immediately of any change in the proposed arrangements and ensure the necessary information is submitted for any new

organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.

- 5.2. Every organisation that is being relied on to meet the selection criteria must complete and submit the necessary information.

6. INSTRUCTIONS FOR COMPLETION

- 6.1. 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.
- 6.2. Failure to complete the PSQ in full or to provide any of the documents requested may result in your organisation's expression of interest being rejected or your organisation not being shortlisted to be invited to tender. The Authority will want to ensure the financial viability of the Supplier before any contract is awarded as a result of this procurement and any potential Supplier can be disqualified on this basis at any point until the final contract is signed.
- 6.3. The Supplier should answer all questions as accurately and concisely as possible. The information contained in the response will be validated at any time throughout the procurement.
- 6.4. Please complete the PSQ in full, in English, and enter an answer to each question. Blank spaces are not acceptable. Unless specifically requested in this Selection Questionnaire, please do not include any promotional material, company annual reports or general marketing material for your organisation, either as answers to any of the questions in the Selection Questionnaire or for any other reason. Any such information that is submitted will be ignored.
- 6.5. Written responses in attachments should be referenced by the relevant question number.
- 6.6. Applicants will be marked on the content, depth, and relevance of their responses. Clear presentation will make the evaluation easier, but no extra marks will be gained by use of colour or scanning the Camden logo, etc.
- 6.7. You are advised that the Panel evaluating your organisation's submissions will not be able to make any assumptions on your organisation's behalf. It is therefore important that you ensure that you complete accurately and in full all sections appropriate to your organisation and that you include all required supporting documentation that is required to support your organisation's submission.

7. RETURN OF THE COMPLETED PROCUREMENT SPECIFIC QUESTIONNAIRE

- 7.1. The potential supplier is required to follow the instructions of the PSQ and upload the responses as set up for this procurement on ProContract.
- 7.2. In submitting your response as described in paragraph 7.1 of this guide, it is the organisation's responsibility to ensure it is submitted by the deadline specified in paragraph at the top of this guide, or as may be amended, and in the manner required. ProContract will not allow for expressions of interest to be submitted after the deadline. Please ensure you leave sufficient time for uploading your responses.

- 7.3. The Questionnaire must be signed and dated by the Supplier, in her or his own name, and on behalf of the organisation.
- 7.4. All queries relating to the procurement process should be directed through ProContract. The replies to any queries the Authority deems to be of general relevance to all potential Suppliers will be circulated to all potential Suppliers.
- 7.5. The closing date for completing the PSQ on ProContract, which includes the upload of any accompanying annexes, is as stated at the front of this document, as may be amended.

8. CANVASSING AND COLLUSIVE BEHAVIOUR

- 8.1. Your attention is drawn to the Authority's intention not to consider or to reject a tender where the Authority believes
 - there has been collusion or co-operation between your organisation and another potential supplier; or
 - an organisation has obtained or sought to obtain information from any officer, member or employee concerning any other potential supplier concerned in this tender.

9. RIGHT TO CANCEL, SUSPEND OR ABORT

- 9.1. The Authority reserves the right to:
 - cancel, postpone, suspend or abort this procurement at any stage; and/or
 - revisit the selection decision if the information provided by a Supplier materially changes.
- 9.2. The issue of this Selection Questionnaire in no way commits the Authority to award any Contract pursuant to the tendering process. Nothing in this Selection Questionnaire shall oblige the Authority to award a Contract and the Authority shall be able at its sole discretion to withdraw its invitation for expressions of interest, abandon or withdraw from the process.

10. DISCLOSURE OF INFORMATION

- 10.1. The Authority confirms that it will keep confidential and shall 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.
- 10.2. It should be noted that the Authority is bound by the Freedom of Information Act 2000. You are advised that, although the Authority will use all reasonable endeavours to keep commercially sensitive and other information supplied by organisations (including their Expression of Interest and any subsequent bid) confidential, this is subject to the Authority's statutory obligations under the Act. When supplying information, organisations are requested to indicate which information they consider is confidential and should not be disclosed (if a request for disclosure is received) and why.

11. SELECTION PROCESS

- 11.1. The PSQ is designed to enable the Authority to make an assessment as to the suitability of the Supplier to be invited to participate in the tender stage.
- 11.2. The Authority will assess the supplier on the Conditions of Participation.
 - 11.2.1. The PSQs submitted will be formally logged upon receipt in accordance with the Authority's procurement procedures. Compliance checks will be undertaken to ensure all Selection Questionnaire requirements have been completed and in accordance with this guide. The Authority may clarify responses with you if appropriate to do so.
 - 11.2.2. Compliant Questionnaires will then have their responses assessed as set out.
- 11.3. Where there is qualitative scoring, compliant Suppliers will then be ranked.
- 11.4. Provided there are sufficient numbers of Selection Questionnaire responses that have met the minimum conditions to participate, the Authority intends to invite the five (5) highest scoring Suppliers to Tender. At the Authority's sole discretion additional organisations may be shortlisted and invited to tender. The Authority reserves the right to shortlist fewer than five (5) potential suppliers if fewer than five (5) have met the minimum standards of the Selection Questionnaire. If there are fewer than three (3) potential suppliers that have met the minimum standards, the Authority shall reserve its right to cancel, postpone, suspend or abort this procurement. Full details of the assessment process are set out in section 12 of this guide.

12. ASSESSMENT PROCESS

12.1. Introduction

- 12.2. The process will require a fully compliant submission of the PSQ which meets the Conditions of Participation with evaluation being against selection criteria. The details of these criteria are set out in Appendix A. Suppliers will be required to meet all the specified selection criteria prior to being invited to submit their Tender. **Please do not submit your tender until you have successfully passed the selection stage and been invited to tender.**

2.1.1 Procurement Specific Questionnaire (including Condition of Participation - Selection Criteria

- 2.1.1.1 For the Procurement Specific Questionnaire, the Supplier is required to complete the embedded questionnaire within the e-tendering portal including any project specific selection questions.
- 2.1.1.2 If tendering as a partnership or consortium you must respond to the selection criteria in relation to each partner/member. Your response must confirm whether any partner/member would fail any of the selection criteria.

- 1.1. The Selection Criteria are included within the questions and Conditions of Participation are included in **Appendix A**. Full details of the information required to be included in the Tender are to be answered through the e-tendering portal. The Supplier is required to complete both the embedded questionnaire within the e-tendering portal (ProContract) and any project specific selection questions. The Selection Criteria are

summarised below and full details of the information required to be included in the Tender are to be answered through ProContract.

Appendix A – Condition of Participation / Procurement Specific Questionnaire

Suppliers are required to complete Procurement Specific Questionnaire and the Conditions of Participation. Suppliers must provide all the information required and those who pass all the pass/fail assessments, as set out, will have met the **minimum standards**. Suppliers which fail to provide all the information required may be deemed non-compliant and excluded from the remainder of the Tender process.

Part 3: Conditions of Participation

Part 3A: Standard Questions

Economic and financial standing		
Question Number	Conditions to Participation	Assessment criteria
4.1.1.1.13	<p>The Authority has set a minimum turnover requirement for this project has been set as £36,000,000 (£36million) with a current ratio of at least 0.6 for either of the candidate's 2 most recent financial years. For financial assessment the Authority will utilise financial assessment techniques in line with Cabinet Office information note PPN 02/13.</p> <p>Please confirm your:</p> <ul style="list-style-type: none"> - Turnover: - Current Ratio: 	Pass/Fail
	<p>Candidates are required to enclose the relevant supporting documentation in support of its responses (your audited company accounts for the last 2 years). The response and supporting documents are to be uploaded on the Procurement Portal.</p>	Pass/Fail

Legal Capacity		
Question Number	Conditions to Participation	Assessment criteria
4.1.2.1.16	<p>6.1 Acceptance of Contract Conditions and LBC Schedule of Amendments to JCT D&B 2016.</p> <p>Please confirm that you accept the Contract Conditions and <i>LBC Schedule of Amendments to JCT D&B 2016</i> contained in Schedule 4 - Contract Conditions:</p> <p>- I accept / I do not accept (delete as appropriate)</p>	Pass/Fail
4.1.2.2.16	<p>6.2. The Employer may require a 10% performance Bond and/or a Parent Company Guarantee, Contractors Insolvency Cover via the Structural Warranty Provider (NHBC or similar) .</p>	Pass/Fail

	Please confirm you will be able to provide the above-mentioned documents at a later stage if/when requested. - I can provide evidence for the above-mentioned requirements at a later stage if/when requested. / I cannot provide evidence for the above-mentioned requirements at a later stage if/when requested (delete as appropriate)	
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Part 3B: Additional Questions

As part of the submission Suppliers are required to complete written responses to each of the Additional Questions (A1 below) which is to be uploaded onto the e-tendering portal. Written responses to questions should be referenced by letter and question number. **Your responses to the Additional Questions to be submitted in a single document in MS Word or PDF format (please name the document “Additional Questions” and add your organisation’s name and the contract name in the filename).**

Please do not include general marketing or promotional material for your organisation to answer any of the questions in this questionnaire or for any other reason. If attaching supplementary information to a particular question, please reference fully as an appendix, stating the relevant question.

The Authority reserves the right not to evaluate any response where a written response to the Additional Questions has not been included.

Question Number	Question
A1	<p>Case Studies</p> <p>Could you please provide three case studies where your company acted as the main contractor?</p> <p>At least two of these projects must have reached Final Account stage, with the accounts fully settled, within the last five years from the date of this enquiry.</p> <p>Additionally, at least one case study should demonstrate your experience of working with Network Rail under a Basic Asset Protection Agreement (BAPA) or Asset Protection Agreement (APA).</p> <p>Each project should be comparable to the West Kentish Town Estate Phase 1 Works in terms of:</p> <ul style="list-style-type: none"> • Scale (number of residential units) • Mix of uses (e.g. residential with commercial/community uses) • Value • Location (live, urban estate environments) <p>For each case study, provide the following project details:</p>

- **Project title**
- **Project address**
- **Full name and registered address of the Employer**
- **Employer contact details** (name, role, organisation, email, and phone number – references may be taken up)
- **Form of Contract** used (e.g., JCT D&B, JCT SBC, NEC ECC, etc.)
- **Contract start and completion dates**
- **Contract Sum** at award (main works only)
- **Delay/Liquidated Damages** – whether any were deducted and total value
- **Health and Safety** – number of RIDDOR reportable incidents and near misses
- **Disputes** – whether any arose, how they were resolved (e.g., through adjudication, mediation, or other).

For **each case study**, you **must** also address the following qualitative evaluation criteria:

Assessment Criteria (Total: 100%)

1. Programme, Cost, and Quality (50%)

Describe how you ensured the works were completed to the agreed time, cost, and quality standards. Include examples of effective risk management, procurement, and delivery strategy.

2. Stakeholder Engagement (15%)

Explain how you engaged with all key stakeholders (including the client team, local authority, consultants, and neighbours) throughout the delivery period.

3. Resident Liaison and Communication (15%)

Provide evidence of your approach to resident communication, liaison, and minimising disruption in a live estate setting.

4. Social Value Delivery (10%)

Detail the social value outcomes you delivered as part of the contract (e.g., local employment, apprenticeships, supply chain engagement, community initiatives).

5. Diversity, Inclusion & Equity (10%)

Describe how you promoted diversity, inclusion, and equity across your workforce, supply chain, and in interactions with the local community

Scoring Criteria

Case Studies

- **Pass/Fail:** 3 compliant case studies must be submitted. Failure to provide the required number or relevance will result in a **Fail**.

Assessment Criteria 1 - 5

- **Evaluation:** Each case study response will be scored on a scale of **0 – 5** against the qualitative criteria listed below.

Threshold to Progress

- Bidders must score a **minimum of 60% overall for Assessment Criterion 1 – 5 below** for **each case study** to be considered for progression.

Page limit

- Maximum 5 pages per case study response covering Assessment Criteria 1 – 5,
- Font size Arial pt 11 or equivalent
- No appendices will be accepted.**

SCORING KEY

PROJECT SPECIFIC SELECTION QUESTIONS	
Score	Basis for Awarding Score
0	Failed to address the question / issue.
1	An unfavourable response / answer / solution – limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.
2	Does not meet requirements – response / answer / solution / information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.
3	Meet requirements – Acceptable response / answer / solution / information to the particular aspect of the requirement; evidence given of skill/experience sought.
4	Good – response / answer / solution / information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable work, service or supply).
5	Excellent – response / answer / solution / information provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the work, service or supply.