|  |
| --- |
| Suitability threshold and compliance questionnaire (STQ) for capital condition works in schools |
| London Borough of Merton |
| 2025/2026 projects |

Dated

23 June 2025

**Invitation to Tender (ITT) for the supply of:**

**Construction Services (Hollymount Primary School – Lightning Protection and Footpath Works/Project)**

**Tender Ref:**

**DN775018**

Invitation to tender

|  |
| --- |
| NAME OF AUTHORITY: **LONDON BOROUGH OF MERTON** |
| TENDER RETURN DATE & TIME (DEADLINE):  **12:00pm (Noon) on 07 July 2025** |

**LIGHTNING PROTECTION AND FOOTPATH WORKS PROJECT**

**TENDER REFERENCE NUMBER DN775018**

**OPEN PROCUREMENT PROCEDURE**

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

This Suitability threshold and compliance questionnaire (STQ) is a self-declaration, made by you (the potential supplier), that your organisation does not meet any of the grounds for exclusion set out under schedules 6 and 7 of the Procurement Act 2023[[1]](#footnote-2). If there are grounds for exclusion which apply, these should be clearly stated - there is an opportunity to explain the background and any measures you have taken to rectify the situation (this is called self-cleaning).

Please note that the declaration below contains a formal statement that the organisation submitting this questionnaire has not breached any of the exclusions grounds or has fully disclosed any that may apply.

**Financial Standing and Technical Ability Questions: Part 3**

The responses to questions in these sections will be assessed to confirm that the bidding organisation has the necessary capability to deliver the project. Bidders will need to achieve the threshold score indicated or respond positively to those questions which require a confirmation.

Please note that if the relevant documentary evidence referred to in the Questionnaire is not provided upon request and without delay the council reserves the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in this 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. If a contract has been entered into you may be sued for damages and the contract may be rescinded.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.

**Notes for completion**

1. The “council” 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 Organisation” refers to the potential supplier/organisation completing this Questionnaire i.e. the legal entity responsible for the information provided which 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.

The council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, unless required by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the council is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential Supplier Information**

Please answer the following questions in full.

| Section 1 | Potential supplier information | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Question number | Question | Response | | | | |
| 1.1(a) | Full name of organisation submitting this bid |  | | | | |
| 1.1(b) – (i) | Registered office address (if applicable) |  | | | | |
| 1.1(b) – (ii) | Registered website address (if applicable) |  | | | | |
| Please indicate your answer by marking the relevant box. | | | | Tick below | | |
| 1.1(c) | Trading status | 1. a public limited company | |  | | |
| 1. a limited company | |  | | |
| 1. a limited liability partnership | |  | | |
| 1. other partnership | |  | | |
| 1. sole trader | |  | | |
| 1. third sector | |  | | |
| 1. other (please specify your trading status) | |  | | |
| 1.1(d) | Company registration number (if applicable) |  | | | | |
| 1.1(e) | Trading name(s) that will be used (if successful) in this procurement |  | | | | |
| Please indicate your answer by marking the relevant box. | | Yes | No | | N/A | |
| 1.1(f) | If applicable to the proposed works, is your organisation registered with the appropriate professional or trade register |  |  | |  | |
| 1.1(g) | If you responded yes to 1.1(f), please provide the relevant details, including the registration number(s). |  | | | | |
| 1.1(h) | Please state whether you, other Directors, Partners or any staff of the organisation have been or are currently: | | | | | |
| Please indicate your answer by marking the relevant box. | | Yes | No | | |  |
|  | Employed by the London Borough of Merton |  |  | | |  |
|  | A Councillor at the London Borough of Merton |  |  | | |  |
|  | In any actual or perceived conflict of interest that may arise as a result of participating in this procurement process |  |  | | |  |
|  | If you answer Yes to any of the above, please provide additional details within this box  You may answer on a separate sheet if you require more space. |  | | | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I further confirm that, unless stated below, no grounds for exclusion of a bidder on a mandatory or discretionary basis apply to this organisation or, if any grounds should apply, that full details have been provided.

I declare that, upon request and without delay, I will provide copies of the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the evaluation process to assess my organisation’s suitability to undertake the works required as set out in these procurement documents.

I understand that the council 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.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration |  |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | *Signature (electronic is acceptable)* |  |
| 1.2(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full:

| **Section 2** | **Grounds for Mandatory Exclusion** |  | |
| --- | --- | --- | --- |
| **Procurement Act 2023 – Schedule 6 - Mandatory Grounds for Exclusion**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-procure-phase/guidance-exclusions-html), which should be referred to before answering these questions.  Please indicate if, within the past five years, you, your organisation or any other person who has powers of representation, decision or control in the organisation or who is an ‘associated person’ or, as relevant, a ‘connected person’ as defined for these purposes by the Procurement Act have been convicted or found liable anywhere in the world of any of the offences or other matters/misconduct within the summary below and listed on the [webpage](https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-procure-phase/guidance-exclusions-html). | | | |
| Question number | Question | Response | |
| Please indicate your answer by marking the relevant box. | | Yes | No |
| 2.1(a) | Offences of or in relation to:   * Corporate manslaughter or corporate homicide * Terrorism * Theft, fraud, bribery, etc * Labour market, slavery and human trafficking * Organised crime * Tax evasion * Criminal cartels * Ancillary offences in relation to the above   OR adverse findings have been made or liability determined in respect of matters concerning:   * National Security * Misconduct in relation to tax * Competition law infringements * Failure to cooperate with investigations by an appropriate authority   If you answered Yes to any of the above, please provide details at 2.1(b) |  |  |
| 2.1(b) | If you have answered Yes to question 2.1(a), please provide further details.  Date of conviction (or other finding of liability), specify to which of the grounds listed the conviction relates, the reasons for conviction and the identity of the person convicted.  If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents. |  | |
| 2.1(c) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  | |

| **Section 2** | **Grounds for Discretionary Exclusion** |  | |
| --- | --- | --- | --- |
| **Procurement Act 2023 - Schedule 7 – Discretionary Grounds for Exclusion**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-procure-phase/guidance-exclusions-html), which should be referred to before completing these questions.  Please indicate if, within the past five years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation or who is an ‘associated person’ or, as relevant, a ‘connected person’ as defined for these purposes by the Procurement Act. | | | |
| Question number | Question | Response | |
| Please indicate your answer by marking the relevant box. | | Yes | No |
| 2.2(a) | Finding/breach of:  Labour market misconduct  Environmental misconduct  Insolvency, bankruptcy, etc.  Potential competition infringements  Professional misconduct  Breach of contract and poor performance  Acting improperly in procurement  National security  If you answered Yes to any of the above, please provide details at 2.2(b) |  |  |
| 2.2(b) | If you have answered Yes to question 2.2(a), please provide further details.  Date of finding/breach, specify to which of the grounds listed the finding relates, the reasons for the finding and the identity of the persons involved.  If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents. |  | |
| 2.2(c) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  | |

**Part 3:** **Financial Standing and Technical Ability Questions**

| **Section 3** | **Economic and Financial Standing** | Response | |
| --- | --- | --- | --- |
| 3.1 | The council will use an established credit reference agency to consider whether the company turnover is sufficient for the value of work undertaken and may not be able to enter into contract if the recommendation is that the company is not of sufficient financial standing. If you consider that there may be a negative recommendation, is there any additional information you wish to provide?  If Yes, please outline or state N/A |  | |
|  | **Insurance** |  | |
| 3.2 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: | | |
| Please indicate your answer by marking the relevant box. | | Yes | No |
|  | Employer’s (Compulsory) Liability Insurance = £5,000,000 |  |  |
| Public Liability Insurance = £5,000,000 |  |  |
| Contractors all risk insurance = £10,000,000 |  |  |
| \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. | | |

| **Section 4** | **Technical and Professional Ability** | | |
| --- | --- | --- | --- |
| Please indicate your answer by marking the relevant box. | | Yes | No |
| 4.1 | Has your organisation previously acted as a main contractor in school projects or very similar?  (Note - only organisations that answer Yes will meet threshold requirements set by the council) |  |  |
| 4.2 | Will all operatives of your organisation that will attend site have a valid enhanced DBS (issued within the last 3 years and not containing any disclosures of offences, convictions or cautions)?  (Note - only organisations that answer Yes will meet threshold requirements set by the council) |  |  |
| 4.3 | Is your organisation able to place orders up front for all necessary material and equipment required for the delivery of this project in view of the council’s payment arrangements i.e. to pay upon valuation of completed works on site?  (Note - only organisations that answer Yes will meet threshold requirements set by the council) |  |  |

| **Section 4** | **Technical and Professional Ability** | | |
| --- | --- | --- | --- |
| 4.4 | **Relevant experience and contract examples** | | |
| 4.4(a) | Please provide examples of similar projects upon which your organisation has worked: | **Contract 1** | **Contract 2** |
|  | Name of customer organisation |  |  |
| Point of contact in the customer organisation |  |  |
| Position in the customer organisation |  |  |
| E-mail address |  |  |
| Description of contract |  |  |
| Contract Start date |  |  |
| Contract completion date |  |  |
| Estimated contract value |  |  |
| 4.5 | **Construction Experience** | | |
| 4.5 (a) | Contract 1 – In no more than 500 words please describe the scheme that you delivered and how you ensured a successful outcome, showing specific details of your company’s on-site experience managing construction work in a school environment or similar.  Bidders are to demonstrate specific project include specific details as to programme delivery, performance, and actual on-site experiences  Scored Question - response will be evaluated and must secure a minimum score of 3 to meet the threshold requirements set by the council |  | |
| 4.5(b) | Contract 2 – Please answer as above for the second contract  Scored Question - response will be evaluated and must secure a minimum score of 3 to meet the threshold requirements set by the council |  | |
|  | Please note that appended profile sheets may be provided in response to questions 4.5. (a) & (b) | | |

1. For the list of exclusion grounds please see: <https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-procure-phase/guidance-exclusions-html> [↑](#footnote-ref-2)