

TENDER QUALIFICATION QUESTIONNAIRE (TQQ)

INTRODUCTION

Sileby Parish Council is seeking to appoint an experienced provider to undertake alterations, reconfiguration and refurbishment of a Sports Pavilion located at Seagrave Road Sileby Leicestershire.

The project involves external alterations and internal refurbishment of the Sileby Memorial Park Sports Pavilion. This includes work on the roof, walls, doors, windows, and the surrounding grounds. Additional tasks involve modifications to below-ground drainage systems.

Internally, the refurbishment will include partial wall demolition, drainage reconfiguration, and a full interior refit to create two function rooms, a kitchen, two restrooms, two officials' changing rooms, and an accessible WC. Electrical, heating, rainwater harvesting, and kitchen systems within the refurbished areas will also be upgraded.

All works must be undertaken with a strong emphasis on sustainability and environmental responsibility, in line with Council policy wherever feasible.

The Council invites contractors with demonstrable experience in refurbishing sports pavilions or similar facilities to complete this questionnaire and submit it alongside their tender return. No part of this TQQ, nor any communication between Sileby Parish Council ("the Authority") or its agents and any potential provider, should be interpreted as constituting a contract, agreement, or representation that a contract will be awarded in accordance with this TQQ. The Authority reserves the right, in line with applicable procurement regulations, to modify the tendering process or its procedures at any time and without notice, or to terminate the process entirely. Under no circumstances will the Authority be held liable for any aspect of this TQQ or its supporting documentation. The submission of this document forms part of the Authority's Invitation to Tender and is **mandatory** for all providers competing for the Tender.

Any direct or indirect canvassing of public sector employees or agents by a potential provider in relation to this requirement—or any attempt to obtain information from such individuals regarding this TQQ—may result in the disqualification of the tenderer from the procurement process.

1. Purpose of this Tender Qualification Questionnaire (TQQ)

This TQQ outlines the information required by the Authority to assess the suitability of tenderers in terms of their technical knowledge and experience, capability and capacity, as well as organisational and financial standing, to meet the project's requirements. The responses will be used to evaluate and score each provider accordingly.

1.1 Structure of TQQ

Tenderers must follow the format of this TQQ when responding to the questions. Where a question cannot be fully answered, a clear explanation and any relevant details must be provided. Responses should be concise and directly address the question. For the purposes of this document, the terms "Provider" and "Tenderer" are to be interpreted as synonymous.

1.2 The Requirement of TQQ

This TQQ relates to the reconfiguration and refurbishment of the Sports Pavilion at Sileby Memorial Park, Seagrave Road, Sileby, Leicestershire.

1.3 Skeleton Timetable

The proposed procurement timetable is set out below. While the Authority does not anticipate any changes, it reserves the right to amend the timetable at any stage.

Date	Activity
14/07/2025	Tender Issue
01/08/2025	Deadline for Clarifications
08/08/2025	Tender Return
11/08/2025	Evaluation of TQQ and Tenders Completed
18/08/2025	Interviews
25/08/2025	Preferred Contractor Agreed by Sileby Parish Council
05/09/2025	Contract Award

1.4 Additional Information

Recipients are invited to complete the attached TQQ and to submit it, together with any requested supporting information, as instructed in section 1.7 below.

All requests for clarification or further information in respect of this TQQ should be addressed to the named "Clerk of The Parish Council" as detailed in section 1.9 below. No approach of any kind in connection with this TQQ should be made to any other person within, associated with, or representing the Authority.

This TQQ is being provided on the same basis to all Providers.

The Authority expressly reserves the right to request a Tenderer to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this TQQ.

The Authority will not reimburse any costs incurred by providers in connection with preparation of their responses to this TQQ.

1.5 Freedom of Information

The Authority is committed to open government and to meeting their legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The Authority may also decide to include certain information in the publication scheme, which the Authority maintains under the Act.

1.5 Instructions for Completion

Please:

- follow the instructions outlined below when completing the TQQ
- answer all questions as accurately and concisely as possible in the same order as they are presented
- indicate if a question is not relevant to the Provider's organisation and provide an explanation
- attach any additional information, clearly stating the Provider's name and TQQ question number
- provide an explanation and details where questions cannot be answered fully
- answers must be in English

1.7 Submission of Completed Tender Qualification Questionnaire

Please:

- send two (2) copies of the completed TQQ in the specific envelope provided with the tender package
- do not write or add any label, marking, symbol or other device which identifies the Tenderer

The TQQ should be returned with the Form of Tender Document

1.8 Consortia and sub-contracting

Where a consortium or sub-contracting approach is proposed, all requested information must be provided in relation to the proposed prime contractor or consortium leader. Relevant details must also be submitted—where indicated in the TQQ—for any consortium members or sub-contractors who will play a significant role in delivering the requirement.

Responses must enable the Authority to assess the capability of the overall contract team to meet the project's requirements.

If the proposed prime contractor is a special purpose vehicle (SPV) or holding company, the response must clarify the extent to which it will draw upon the resources and expertise of its members.

The Authority recognises that consortium and sub-contracting arrangements may be subject to change (within permitted limits). Potential providers should therefore base their responses on the arrangements as currently envisaged. Providers are reminded that any subsequent changes to consortium or sub-contracting structures must be notified to the Authority, so that a further assessment can be made in accordance with the original selection criteria.

1.9 Queries About Procurement

Any questions concerning the TQQ should be submitted in writing by email or letter for the attention of the named Council Officer (Clerk to the Parish Council). Mrs. Rosemary Richardson at the address below.

41 High St,
Sileby,
Loughborough
LE12 7RX

Phone: 01509 813075

E: clerk@silebyparishcouncil.gov.uk

If the Authority considers any question or request for clarification to be of material significance, both the question and the response will be shared—anononymously—with all Providers on the Tender List.

All responses received, and any communication from Providers, will be treated as confidential but will remain subject to the provisions outlined in paragraph 1.5 on page 3.

Technical questions regarding this Tender Qualification Questionnaire should be directed to:

Technical Information:

Mr Nicholas

Chesterton Smart Surveyors

28 Highfield Road

Grobby

Leicester

LE6 0GU

Tel : 0116 2243165

E: contact@chestertonsmart.co.uk

1.10 Provider contact point

Providers must nominate a single point of contact within their organisation for all communications related to this TQQ. The Authority will not be responsible for contacting the Provider through any means other than the designated contact. Providers must promptly notify the Authority of any changes to this contact information.

1.11 Provider selection

The Provider selection process for this requirement is being undertaken as part of the Tender Process. **A copy of the** completed Tender Qualification Questionnaire should be sent via email to clerk@silebyparishcouncil.gov.uk, along with **the form of tender**. The evaluation of the TQQ will be used to determine that all bidders meet or exceed Sileby Parish Council's minimum requirements.

Sileby Parish Council may disqualify any Providers who fail to:

- i. comply with Regulation 57 of the Public Contracts Regulations 2015 and/or fails to certify that it has fulfilled these requirements.
- ii. provide a satisfactory response to any questions in the TQQ or inadequately or incorrectly completes any question
- iii. submit its completed TQQ after the deadline

The Providers who comply with the above grounds shall be evaluated on the qualification criteria listed in the TQQ which takes into account the economic and financial standing and the technical or professional ability of the Provider.

TQQ PART A – GENERAL INFORMATION

- 1 Full name, address and website of the Provider:

Company Name	
Address	
Town/City	
Postcode	
Country	
Website	

- 2 Name, position, telephone number and e-mail address of the main contact for this project.

Name	
Position	
Telephone Number Mobile Number	
Fax Number	
E-mail	

- 3 Please provide a one-page chart illustrating the ownership structure of the Provider including relations to any parent or other group or holding companies.

Ownership structure enclosed (please ✓)	
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- 4 **Registration with professional body**

Is the Provider registered with a trade or professional body applicable to the nature of the works involved in the scheme?

Evidence of registration with appropriate professional/trade body Either insert required details or state 'None'

- 5 Please indicate by ticking the appropriate box what type of Provider you are (please refer to paragraph 1.8 Consortia & Sub-contracting)

	Please (Tick one box)
Type A Provider A Provider able to provide the requirements (as stated in Para 1.2) itself, <i>or if unable to do so</i> , is bidding in the role of prime contractor and has sub-contractors <i>already in place</i> to deliver all the project requirements.	
Type B Provider A Provider able to provide the requirements as prime contractor (as stated in Para 1.2) but is unable to confirm all sub-contractors at this stage. This Provider will need to demonstrate a satisfactory methodology and track record of delivering sub-contracted works.	

- 6 **To be completed by Type A Providers only:** Please indicate in the table below (by inserting the relevant company/organisation name) the composition of the provider's sub-contractors, indicating which member of the sub-contractors (which may include the Provider itself or solely be the Provider) will be responsible for which element of the requirement.

Requirement	Company / Organisation	How much of the requirement and what will they directly deliver (%)
Building		
Foul & SW drainage		
Fencing walls and gates		
Utility services		

- 7 **To be completed by Type B Providers only:** Please complete the following table to indicate whether or not a sub-contractor is already identified as providing part of the requirement. If identified, please insert the relevant company/organisation name (which may include the Provider itself). If not identified indicate clearly what requirements will be assigned to a sub-contractor during the construction phase.

Requirement	Company / Organisation	How much of the requirement (%) and what will be directly delivered by them
Building		
Foul & SW drainage		
Fencing walls and gates		

Utility services		

- 8 **To be completed by Type B Providers only:** Please explain your methodology for procuring sub-contracted elements of the project leading to a successful solution. Please support this with details of relevant experience of this type of procurement and issues you have taken into account in selecting previous sub-contractors.

Methodology for procuring sub-contractors (300 words or fewer)

- 9 **To be completed by Type A and B Providers:** If details are available then please list any other identified members of your sub-contractor team.

Organisation name	Organisation address and contact details	Responsibility / Role and percentage of overall project they will be responsible for	Length of time as a sub-contractor to the prime contractor.

Note - *If a sub-contractor is to be responsible for more than 33% of the delivery of the overall requirement in terms of Contract Value then the sub-contractor should complete and submit, as part of the overall TQQ documentation, a TQQ questionnaire giving full details about their organisation.*

- 10 Does the Provider and/or any of its named sub-contractors have any potential conflicts of interest that may arise if selected to deliver this project (as outlined in paragraph 1.2)?

Potential conflicts of interest	YES / NO <i>(please delete)</i>
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TQQ PART B - FINANCIAL DETAILS

- 11 Name and address of principal banker together with banker's reference.

Bank Name	
Address	
Town/City	
Postcode	

Banker's reference enclosed (please ✓)	
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- 12 **Accounts information** — please provide a copy of the full report and audited accounts for the last 2 financial years. If the accounts you are submitting are for a year ended more than 10 months ago please also enclose the latest set of management accounts

	Please ✓ or state 'N/A'
Profit and Loss Accounts	
Balance Sheet	
Full accompanying notes	
Director's/Managing Partner's Report (if available)	
Auditor's Report	

- 13 Please supply the following information for the last 3 financial years:

	Amount (£K) 2022/2023	Amount (£K) 2023/2024	Amount (£K) 2024/2025
Overall turnover for last 3 years			
Operating Profit			
Current Assets			
Current Liabilities			
Net Assets			
Numbers of Staff working in relevant services			

If the information you are submitting is for a financial year-end more than 10 months ago, please submit the latest available information or a statement signed by the Finance Director detailing any major changes in the current financial position since the date of the latest information provided.

Providers not having 2 years of audited accounts should provide whatever audited accounts they may have. Newly formed Providers should provide a statement of the Provider's turnover, profit & loss account and cash flow for the most recent year of trading and / or a statement of the Provider's cash flow forecast for the current year and a letter from the Provider's bank outlining the current cash and credit position.

14 Not used

15 Please provide a statement of any material pending or threatened litigation or other legal proceedings where not otherwise reported where the claim is of a value in excess of £20,000.

Disclosure of legal proceedings (300 words or fewer)

Either insert required details or state 'None'

TQQ PART C - CONTRACTUAL MATTERS

Please answer the following questions regarding contracts. **If the answer to any of the questions is 'Yes', please provide a full explanatory statement below.**

- 16 Has the Provider or any of its named sub-contractors ever suffered deductions for liquidated and/or ascertained damages in respect of any contract within the last two years?

	<i>Please delete</i>
Deductions for liquidated and/or ascertained damages	YES / NO
<i>If yes, please answer the following two questions:</i>	
Did the deduction exceed £50,000?	YES / NO
Was the deduction greater than 10% of the whole life value of the contract?	YES / NO

- 17 Has the Provider or any of its named sub-contractors ever had a contract terminated or its employment determined under the terms of the contract in the last three years?

Contract terminated / employment determined	YES / NO <i>(please delete)</i>
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- 18 Has the Provider or any of its named sub-contractors ever failed to receive a contract renewal on the basis of unsatisfactory performance in the last three years?

Failed to receive contract renewal	YES / NO <i>(please delete)</i>
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- 19 Is there any material pending or threatened litigation or other legal proceedings connected with similar projects against the Provider and/or any of its named sub-contractors that may affect delivery of this project?

Legal proceedings pending	YES / NO <i>(please delete)</i>
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- 20 If you have answered 'Yes' to any of questions 17 to 19 please give an explanatory statement:

Brief statement (300 words or fewer) <i>Either insert required details or state 'None'</i>

TQQ PART D –TECHNICAL ABILITY

- 21 Please provide details of the number of staff currently involved directly in the provision of similar requirements to those outlined in paragraph 1.2 above:

Permanent staff numbers	Temporary or third party staff numbers	Total staff turnover as a percentage of staff employed over the past 3 years (Where significant changes have occurred in respect of key management or specialist staff this should be identified)

- 22 Please provide details of **previous projects** similar to the requirements of this project as described in paragraph 1.2 that the Provider has delivered in the past 3 years. Please include dates or period on which the requirements were provided, the contract values and the details of the recipient of the requirements.

Provision of similar services (300 words or fewer) <i>Either insert required details or state 'None'</i>
<input type="checkbox"/> Dates or period on which the requirements were provided.
<input type="checkbox"/> The Contract values.
<input type="checkbox"/> The details of the recipient of the requirements.

- 23 Please provide details of three recent **private sector** contracts that the Provider (but not any envisaged sub-contractor) has been awarded for the provision of requirements similar to those outlined in paragraph 1.2. The Authority reserves the right to contact any or all of these companies for a reference and may wish to visit their premises. Providers should ensure that companies listed would be willing to provide a reference for them and be willing to discuss the Provider's performance with the Authority.

Customer name and address	Contact name, telephone number and email address	Date contract awarded plus, start and finish dates	Contract reference and brief description of requirements undertaken (and value of contract)	Names of sub contractors and/ or consortium members and their role
1.				
2.				
3.				

- 24 Please provide details of three recent contracts that the Provider (but not any envisaged sub-contractor) has been awarded by the **public sector** including but not limited to, central government departments, agencies or local authorities for the provision of requirements similar to those outlined in paragraph 1.2. The Authority reserves the right to contact any or all of these organisations for a reference and may wish to visit their premises. Providers should ensure that organisations listed would be willing to provide a reference for them and be willing to discuss the Provider's performance with the Authority.

Customer name and address	Contact name, telephone number and email address	Date contract awarded plus, start and finish dates	Contract reference and brief description of requirements undertaken (and value of contract)	Names of sub contractors and/ or consortium members and their role
1.				
2.				
3.				

- 25 Please state the number of individual contracts (excluding term maintenance contracts) undertaken by the Provider in the last 3 years in the public or private sector in the following categories:

	Contract Value 100k-250k	Contract Value 251-350k	Contract Value 351-450k	Contract Value 451-600k
Refurbishments and alterations				
New build Community type projects				

TQQ PART E – PROJECT-SPECIFIC QUESTIONS

- 26 Please provide details of any Quality Assurance systems operated by the Provider, both internally and externally.

QA Systems (300 words or fewer)

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- 27 Please describe the internal controls used by the Provider to manage the delivery of this type of project to ensure that the requirements are met fully in terms of quality and timely delivery.

Internal Controls (300 words or fewer)

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- 28 Please provide details of the Health and Safety Management System operated by the Provider.

Health & Safety Management System information enclosed (please ✓)

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- 29 Please identify any specific (medium-high) Health and Safety risks the Provider would normally anticipate when constructing the requirements of this project as described in paragraph 1.2 (If none state "NONE")

Identification of Project Health & Safety Risks

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- 30 Within the last 5 years, has the Provider been subject to any prosecutions, infringement notices or other actions by the Health and Safety Executive or Environment Agency in respect of any breach or suspected breach by the Provider of health and safety or environmental or equivalent legislation? If 'yes', please enclose full details here of the nature of the notice or action (etc.) and of any remedial steps subsequently taken by the Potential Provider.

Health and Safety Breaches

Either insert required details or state 'None'

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- 31 Providers plant and equipment resources.

Does the Provider own and operate its own plant?	YES / NO
What percentage of the plant for the project requirements would be owned and operated by the Provider.	%

- 32 Providers construction phase resources and division of works. The Provider is to indicate which project phases it anticipates undertaking using its own or sub contracted resources.

	Provider	Sub-contracted
Top soil stripping and earthworks re-profiling	%	%
Road, footpath & car-park construction excluding surfacing works	%	%
Laying of surfacing materials	%	%
Installation of surface water drainage system	%	%
Finished ground preparation, seeding and soft landscaping	%	%
Site supervision, setting out & on site health & safety	%	%

- 33 Equal Opportunities

Does the Provider have an equal opportunities and/or race relations policy? If 'yes', please enclose a copy	YES / NO <i>(please delete)</i>
Do the Provider and/or its named sub-contractors require its staff to receive training on equal opportunities?	YES / NO <i>(please delete)</i>
Is it the policy of the Provider and/or its named sub-contractors as employers to comply with their statutory obligations under the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Disability Discrimination Act 1995 and the Equality Act 2006?	YES / NO <i>(please delete)</i>
In the last 3 years has any finding of unlawful discrimination in the employment field been made against the Provider and/or its named sub-contractors by the employment tribunal, the employment appeal tribunal, or any court or in comparable proceedings in any other jurisdiction?	YES / NO <i>(please delete)</i>
If the answer to the previous question is yes, what steps have been taken by the Provider and/or its named sub-contractors as a result of that finding?	

- 34 Please provide details of any environmental management certification that the Provider and any envisaged sub-contractor holds e.g. ISO 14001 or equivalent standard. Please include a copy of applicable certificates.
- 35 Do you operate a documented environmental management system?

If you do which of the following statements best describes it? (Please tick box)	
A) It has effective management processes and procedures to manage the significant environmental impacts of our business.	
B) It defines the significant environmental impacts of our business but only has plans for the introduction of effective management processes and procedures.	
C) It only identifies the environmental impacts of our business.	
D) None of the above.	

TQQ PART F - CHECKLIST OF ATTACHMENTS

Please ensure that the following attachments are included within your response:

Document	Applicable Question	Included
Ownership Structure	6	Y / N
Banker's Reference	11	Y / N
Accounts Information	12	Y / N
Health & Safety Systems	31	Y / N
Sample Method Statements	33	Y / N
Environmental Mgmt Info	35	Y / N
Part G – Statement Relating to Good Standing		Y / N
Other Supporting Information	Any	Y / N

TQQ PART G — STATEMENT RELATING TO GOOD STANDING

STATEMENT RELATING TO GOOD STANDING — GROUNDS FOR OBLIGATORY EXCLUSION (IN ELIGIBILITY) AND CRITERIA FOR REJECTION OF CANDIDATES in accordance with Regulation 23 of the Public Contracts Regulations 2006 (as amended)

PROJECT: Sileby Memorial Park Pavilion – Seagrave Road, Sileby Parish Council

We confirm that, to the best of our knowledge, the Tenderer is not in breach of the provisions of Regulation 23 of the Public Contracts Regulations 2006 (as amended) and in particular that:

Grounds for mandatory rejection (ineligibility)

The Provider (or its directors or any other person who has powers of representation, decision or control of the named organisation) has not been convicted of any of the following offences:

- (a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);
- (b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);
- (c) the offence of bribery;
- (d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:
 - (i) the offence of cheating the Revenue;
 - (ii) the offence of conspiracy to defraud;
 - (iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;
 - (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985;
 - (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;
 - (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or
 - (vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;
- (e) money laundering within the meaning of the Money Laundering Regulations 2003; or
- (f) any other offence within the meaning of Article 45(1) of the Public Sector Directive.
- (g)

Organisation's name	
Signed	
Position	
Date	

36 Grounds for discretionary rejection

The Tenderer (or its directors or any other person who has powers of representation, decision or control of the named organisation) confirms that it:

- (a) being an individual is not bankrupt or has not had a receiving order or administration order or bankruptcy restrictions order made against him or has not made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or does not appear unable to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other state;
- (b) being a partnership constituted under Scots law has not granted a trust deed or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of its estate;
- (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has not passed a resolution or is not the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, nor had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is not the subject of similar procedures under the law of any other state;
- (d) has not been convicted of a criminal offence relating to the conduct of his business or profession;
- (e) has not committed an act of grave misconduct in the course of his business or profession;
- (f) has fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the organisation is established;
- (g) has fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;
- (h) is not guilty of serious misrepresentation in providing any information required of him under this regulation;
- (i) in relation to procedures for the award of a public services contract, is licensed in the relevant State in which he is established or is a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member.

Organisation's name	
Signed	
Position	
Date	