APPENDIX A:

GROVE PRIMARY SCHOOL EXPANSION PROJECT:

PRE-QUALIFICATION, COST & QUALITY QUESTIONS

Two stage Design & Build Procurement

**Document & Change Control:**

| **Version** | **Changes since previous version** | | **Issued by** |
| --- | --- | --- | --- |
| 23009/2025 | PQQ/ITT Issue | | Darren Aspinall |

The tenderer is to complete Parts 1 - 2 and a PDF of this document is to be returned with a signed Form of Tender. The tender return date is **Friday 31st October 2025** as the Tender return requirements are set out in the ITT document.

Part 1: Tenderer Information

| **Tenderer information** | |
| --- | --- |
| Name of bidding main contractor: |  |
| Address of main contractor (Address of office that would manage the works) |  |
| Company type: |  |
| Company No. |  |
| Name of person responsible: |  |
| Contact Telephone No: |  |
| Contact email address: |  |

Part 1: Pre-qualification Questions (PQQ)

All contractors must meet the requirements set out in the initial Pre-Qualification Questions to progress to the quality and price assessment. Contractor falling to meet the PQQ questions and requirements will be disregarded from the process.

| **Part 1: PQQ Questions (Pass/fail)** | |
| --- | --- |
| Question 1:  Is the office that would be managing and delivering the project within 100 miles of the site  (Pass < 100 miles, Fail >100 miles) | **Yes/No** |
| Question 2:  Has the bidder previously undertaken education projects in the range of £5 - £10 million using design & Build procurement?  (Yes - Pass, No = Fail | **Yes/No** |
| Question 3:  Has the bidder been prosecuted by the HSE within the last 5 years | **Yes/No** |

Part 2: Tender Evaluation Quality Criteria

Please provide responses to the following questions with the tender return. The evaluation and scoring criteria is set out in the ITT document.

| **Part 2a: Distance (5 marks)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **What is the distance of office that would be undertaking the works from the site - tick which applies**  (0-25 miles = 5 marks), 26-50 miles = 4 points), 51-100 miles = 3 marks) | | | | | |
| 0-25 miles |  | 26-50 miles |  | 51-100 miles |  |

| **Part 2b: Relevant Experience of Projects & Procurement (25 marks)** | | |
| --- | --- | --- |
| **Provide your company’s three most relevant examples of similar projects undertaken in the last 5 years (can be currently in construction)** | | |
| **Project 1:** | | |
| Project Name: |  | |
| Contract type: |  | |
| Build/Contract Value: |  | |
| Date of completion:  (state on-going if applicable) |  | |
| Project Description: | | |
|  | | |
| **Project 2:** | | |
| Project Name: |  | |
| Contract type: |  | |
| Build/Contract Value: |  | |
| Date of completion:  (state on-going if applicable) |  | |
| Project Description: | | |
|  | | |
| **Project 3:** | | |
| Project Name: |  | |
| Contract type: |  | |
| Build/Contract Value: |  | |
| Date of completion:  (state on-going if applicable) |  | |
| Project Description: | | |
|  | | |

| **Part 2c: Programme Quality & Management (10 marks)** | | |
| --- | --- | --- |
| **Provide a design and construction programme within the submission to achieve the key milestone dates indicated in the ITT programme. Provide commentary on any areas of concern.** | | |
| Programme provided | | **Yes/No** |
| Set out any comments or areas of concern regarding the design and construction programme below | | |
|  | | |

| **Part 2d: Design, Construction & Cost Risk (5 marks)** | | |
| --- | --- | --- |
| **Describe below any key design, construction and costs risks that will need to be considered, highlighting any areas of concern and opportunities to minimise risks** | | |
| Key Design Risks | | |
|  | | |
| Key Construction Risks | | |
|  | | |
| Key Cost Risks | | |
|  | | |

| **Part 2e: Health & Safety (5 marks)** | |
| --- | --- |
| **Has the bidder been subject to any HSE notifications or investigations within the last 5 years? If yes, provide a summary below setting out the outcome of any investigations and any corrective measures that were put in place to make improvements** | |
|  | |

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