

## Pre-Qualification Questionnaire (PQQ)

### Notes for completion

1. The “authority” means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable Suppliers to participate in this procurement process.
2. “You/ “Your” or “Supplier” means the body completing these questions i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided. The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. This Pre-Qualification Questionnaire (PQQ) has been designed to assess the suitability of a Supplier to deliver the authority’s contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.
4. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.
5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.

Please submit your PQQ to [kdehal@esc.ac.uk](mailto:kdehal@esc.ac.uk) by the deadline stated on the tender specification. Any questions you may have can be directed to the same email address.

East Surrey College will not guarantee any funding in respect of any expression of interest or request received.

<b>1</b>	<b>BASIC DETAILS OF YOUR ORGANISATION</b>	
1.1	Name of the organization in whose name the expression of interest would be submitted:	
1.2	Contact name for enquiries about this expression of interest:	
1.3	Contact position (Job title):	
1.4	Address:  Postcode:	
1.5	Telephone:	
1.6	Fax number:	
1.7	Email address:	
1.8	Website address (if any):	

1.9	Company Registration number (if this applies):		
1.10	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:		
1.11	Date of Registration:		
1.12	Registered address if different from the above:  Postcode:		
1.13	VAT Registration number:		
1.14	Is your organisation: (Please tick one)	i) A public limited company?	
		ii) A limited company?	
		iii) A partnership	
		iv) A sole trader	
		v) Other (please specify)	
1.15	Name of (ultimate) parent company (if this applies):		
1.16	Companies House Registration number of parent company (if this applies):		
1.17	Construction and related businesses only: Are you registered with Constructionline? If Yes, what is your registration number?		

<b>2</b>	<b>FINANCIAL INFORMATION</b>		
2.1	What was your turnover in the last two years (if this applies)?		
2.2	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?		
2.3	If No, what were the reasons, and what has been done to put things right?		

2.4	Has your organisation met all its obligations to pay its creditors and staff during the past year?		
2.5	If No, please explain why not:		
2.6	What is the name and branch of your bankers (who could provide a reference)?	Name:	
		Branch:	
		Contact details:	
2.7	If asked, would you be able to provide at least one of the following?		
	A copy of your most recent audited accounts (for the last two years if this applies)		
	A statement of your turnover, profit and loss account and cash flow for the most recent year of trading		
	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position		

<b>3</b>	<b>BUSINESS ACTIVITIES</b>		
3.1	What are the main business activities of your organisation?		
3.2	How many staff does your organisation have? (If you are a sole trader, please say so)		

<b>4</b>	<b>REFERENCES</b>			
	Please provide details of three recent contracts that are relevant to your delivery / funding requirement. Where possible at least one should be from the public sector. If you cannot provide three references, please explain why.			
		Reference 1	Reference 2	Reference 3
4.1	Customer Organisation (name):			
4.2	Customer contact name and phone number:			
4.3	Date contract awarded:			
4.4	Contract reference and brief description:			
4.5	Contract Value:			
4.6	Date contract was completed:			
4.7	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?			
4.8	If Yes, please give details:			

<b>5</b>	<b>INSURANCE</b>	
	Please provide details of your current insurance cover	Value
5.1	Employer's Liability:	
5.2	Public Liability:	
5.3	Other (please provide details): Professional Indemnity	

<b>6</b>	<b>QUALITY ASSURANCE</b>	
6.1	Does your organisation hold a recognised quality management certification for example BS/EN/ISO 9000 or equivalent?	
6.2	If not, does your organisation have a quality management system*?	
6.3	If you do not have quality certification or a quality management system, please explain why:	
6.4	Is your organisation IIP accredited?	

<b>7</b>	<b>HEALTH &amp; SAFETY</b>	
7.1	Does your organisation have a written health and safety at work policy? (see notes at end of questionnaire)	
7.2	Does your organisation have a health and safety at work management system*?	
7.3	Does your organisation have appropriately qualified staff to assess employers' / clients' compliance with Skills Funding Agency Health & Safety Procurement Standards?	
7.4	If No, to any of the above please explain why:	

<b>8</b>	<b>EQUAL OPPORTUNITIES</b>	
	Does your organisation have a written equal opportunities policy, to avoid discrimination?	

<b>9</b>	<b>ENVIRONMENTAL MANAGEMENT</b>	
	Does your organisation have a sustainability policy?	

<b>10</b>	<b>PROFESSIONAL AND BUSINESS STANDING</b>	
	Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?	

10.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	
10.2	Has been convicted of a criminal offence related to business or professional conduct	
10.3	Has committed an act of grave misconduct in the course of business	
10.4	Has not fulfilled obligations related to payment of social security contributions	
10.5	Has not fulfilled obligations related to payment of taxes	
10.6	Is guilty of serious misrepresentation in supplying information	
10.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	
10.8	If the answer to any of these is Yes, please give brief details below, including what has been done to put things right.	

<b>11</b>	<b>REQUIREMENT SPECIFIC QUESTIONS</b>		
11.1	Is your organisation currently accessing Skills Funding Agency funding in any of the follow regions?	East of England East Midlands London North East North West South East South West West Midlands Yorkshire & Humberside	
11.2	Are you an approved training provider of NVQ's and other accredited qualifications?  If yes please state the awarding body and date of approval.  How many Assessors / Trainers does your company employ?		

11.3	Does your organisation currently have any restrictions / sanctions placed upon it by the awarding body?	
11.4	If Yes, please give the details:	
11.5	Construction and related businesses only: Is your organisation currently a ConstructionSkills registered OSAT / EWPA provider?	
11.6	Does your organisation currently use Skill match to profile all candidates?	
11.7	Is your organisation IAG Matrix accredited, or working towards accreditation?  When did you receive accreditation or when do you expect to receive it?	
11.8	Has your organisation been inspected by OFSTED?	
11.9	If Yes, what grades did your organisation achieve: (and state date of Inspection)	
11.10	What qualifications is your organisation approved to deliver? (Please provide details of Awarding Body and LARS Code)	Name/Level
11.11	How many learner starts have you registered within the past 12 months?	
11.12	How many learner starts can you register immediately or over the next twelve months?	
11.13	What percentage of your organisation's candidates achieve their qualification within 1 month of the planned end date?	
11.14	What percentage of your organisation's candidates do not achieve their qualification?	

12	<b>PLANNED PROVISION</b>					
	Please provide details of the qualification aims, learner volumes, profiles and location of provision you are proposing to deliver as part of any sub-contracting arrangement					
12.1	Learning Aims	LARS Code	Volume (No of starts)	Age (16-18, 19-23, 24+)	Delivery profile (start/end dates)	Delivery Location
12.2	Minimum contract value you are prepared to accept		£	Maximum contract capacity		£

13	I declare that to the best of my knowledge the answers submitted in this document (and any supporting modules) are correct. I understand that the information will be used in the evaluation process to assess my organisation's suitability to be a Sub-Contractor of East Surrey College	
	<b>FORM COMPLETED BY</b>	
13.1	Name:	
13.2	Position (Job title):	
13.3	Date:	
13.4	Telephone:	
13.5	Signature:	

Notes:

\* "system" means processes and procedures to ensure that the subject is properly managed. This includes making sure that legal requirements are met.