

London Borough of Barnet
Brent Cross West Station Detailed Design and
Construction (GRIP 5-8)

Memorandum of Information
(MOI)

Contract ref 701864

Issue 01



Abbreviations

AIP	Approval in Principle
ALO	Adjacent Line Open
AR	Argent Related
BS OHSAS	British Standard for Occupational Health and Safety Management Systems
BXC	Brent Cross Cricklewood
BXL	Brent Cross London
BXS	Brent Cross South
BXS LP	A joint venture between AR and LBB responsible for BXS
BXT	Brent Cross Thameslink
BXW	Brent Cross West
CDM	Construction Design Management Regulations 2015
CSM	Common Safety Method
DUNS	Data Universal Numbering System
EIR	Environmental Information Regulations
EMT	East Midland Trains
GRIP	Governance Railway Infrastructure Projects
GTR	Govia Thameslink Railway
HASi	Hammerson Aberdeen Standard Investments
HSE	Health and Safety Executive
HSQE	Health, Safety, Quality and Environmental
ISO	International Standard Organisation
ITT	Invitation to Tender
LBB	London Borough of Barnet
M&E	Mechanical and Electrical
MEP	Mechanical, Electrical and Plumbing
MEAT	Most Economically Advantageous Tender
MOI	Memorandum of Information
NEC3 ECC	New Engineering Contract, 3 rd Edition, Engineering and Construction Contract
NLWA	North London Waste Authority
NR	Network Rail
OJEU	Official Journal of the European Union
OLE	Overhead Line Equipment

PAS	Publicly Available Specification
PCR	Public Contract Regulations
PIN	Prior Information Notice
PPS	Possession Planning System
PSC	Person of Significant Control
P-Way	Permanent Way
RAM	Route Access Manager
RFF	Rail Freight Facility
RMA	Reserved Matters Application
SME	Small and Medium-Sized Enterprises
SQ	Selection Questionnaire
TOC	Train Operating Company
VAT	Value Added Tax
VCSE	Voluntary Community and Social Enterprise
WPB	Work Package B
WPD	Work Package D
WPE	Work Package E
WTS	Waste Transfer Station

Contents

1. Purpose of this Document	5
2. Brent Cross Cricklewood (BXC) Regeneration.....	7
3. Overview of this Procurement Exercise.....	21
4. Selection Questionnaire (SQ) Stage	24
5. Invitation to Tender (ITT) Stage	45
Appendix A: Selection Questionnaire Questions.....	47
Contact details and declaration	52

1. Purpose of this Document

1.1 Introduction

- 1.1.1 LBB are seeking to appoint a Supplier to deliver the Detailed Design and Construction (GRIP 5-8) of the new Brent Cross West Thameslink (BXT) Station.
- 1.1.2 This document provides the relevant information in respect of and outlines the procedure regarding this procurement exercise, and in particular:
- Summarises the background and nature of this procurement exercise;
 - Sets out specific instructions relating to the submission of Selection Questionnaire (SQ) responses; and
 - Provides guidance in relation to the content of the Invitation to Tender (ITT) documentation.
- 1.1.3 This procurement exercise is to be conducted as a Competitive Procedure with Negotiation process under the Public Contract Regulations (PCR) 2015.
- 1.1.4 The contract shall be awarded on the sole basis of the most economically advantageous tender (MEAT) in accordance with Regulation 67 of the PCR 2015.
- 1.1.5 At the conclusion of the subsequent tender process, the successful chosen Supplier will be required to enter into contract on the terms contained in a NEC3 ECC Contract – Option C with Z-clauses and X-clauses.
- 1.1.6 Following the issue of PIN ref 2018/S 207-471593 and subsequent OJEU notice, Suppliers are hereby invited to submit a SQ response for the provision of the delivery of the Detailed Design, Construction, testing, commissioning and handover (GRIP 5-8) of the new Brent Cross West (BXW) Station in accordance with the procurement documentation comprising of:
- This MOI document
 - Appendix A - SQ Questions:
 - Part 1: Potential Supplier information;
 - Part 2: Exclusion Grounds; and
 - Part 3: Selection & Project Specific Questions.

- 1.1.7 All response documents must be correctly completed online and as required uploaded to LBB's e-tendering portal, www.barnetsourcing.co.uk no later than 12.00 noon on Monday 4 March 2019.
- 1.1.8 LBB reserves the right to terminate the Process and when appropriate, re-advertise the requirement for the Services in the event that an insufficient number of affordable, compliant and acceptable responses are received to ensure best value and/or genuine competition.
- 1.1.9 Suppliers returned submission must be supplied in the format stated. Suppliers attention is drawn to section 3, overview of the procurement exercise and section 4 SQ Stage, which must be complied with in full to ensure Supplier's submission is valid. Failure to comply may mean Suppliers response is invalidated.

2. Brent Cross Cricklewood (BXC) Regeneration

2.1 Introduction

- 2.1.1 This Memorandum of Information is provided to ensure all Suppliers fully understand the requirements of the process for the procurement of a Supplier to deliver the Detailed Design, Construction, testing, commissioning and handover (GRIP 5-8) of the new BXW Station.
- 2.1.2 The BXC regeneration programme will create a new, vibrant town centre for north west London offering great benefits to both the local population, and through its strategic location and enhanced connectivity, the whole Greater London region.
- 2.1.3 This is LBB's most significant growth and regeneration programme, identified in the London Plan as a key opportunity area with the potential to become a new and much needed economic centre for the capital, capable of supporting regional housing, shopping, employment, living and leisure.
- 2.1.4 The BXC programme will deliver comprehensive re-development of the 151-hectare site with 7,500 new homes, up to 27,000 new jobs and 455,000 square metres of commercial space. The outline planning consent granted in 2010, includes associated highways and infrastructure works, three replacement schools, improved green spaces, leisure facilities and improved cycling and walking routes.
- 2.1.5 The comprehensive regeneration programme is dependent on the delivery of the new BXW station as part of the wider Brent Cross Thameslink (BXT) programme. It is due to open in May 2022 with eight trains per hour and will see two million journeys in the first year, rising to five million on completion of the BXC development in 2031.
- 2.1.6 BXW station will be positioned on the Midland Mainline between existing Hendon and Cricklewood stations enabling through journeys from Luton to Brighton. It will take just 12 minutes to reach Kings Cross St Pancras, central London's best-connected transport hub and the only station with direct rail access to continental Europe via Eurostar.
- 2.1.7 At peak times, there will be eight GTR Thameslink passenger trains linking to Kings Cross St Pancras in 12 minutes. In another three minutes, passengers will arrive in Farringdon for Crossrail services (Elizabeth line) providing direct access to Heathrow Airport within 50 minutes. There will also be direct connections to Luton and Gatwick airports.
- 2.1.8 The new station provides an important and much needed east-west link across the Midlands Mainline. For the first time, local residents, pedestrians and cyclists will have direct and uninterrupted access to neighbourhoods across the railway line.

- 2.1.9 The new BXW Station is a key work package of the wider Brent Cross Thameslink (BXT) programme which in turn, is a key part of the Brent Cross Cricklewood (BXC) regeneration which is detailed below.
- 2.1.10 LBB is now looking for an experienced delivery partner to deliver the new station on the Thameslink line by May 2022.

2.2 Background and Context

2.2.1 BXC regeneration is essentially being delivered by three interconnecting schemes.



Brent Cross South (BXS)

A new mixed-use town centre delivered by the BXS Limited Partnership (BXS LP) – LBB and Argent Related

Brent Cross Thameslink (BXT)

LBB has previously formed a joint venture with Capita – Regional Enterprise (Re) Limited will deliver the Brent Cross Thameslink scheme.

Brent Cross London (BXL)

Expansion of the Brent Cross Shopping Centre along with infrastructure improvement works being delivered by HASi

- 2.2.2 Planning Permission (Ref No: C/17559/08) for the comprehensive regeneration of the BXC site was granted on 28 October 2010 and revised through a Section 73 application in 2013/4. The scheme has been sequenced to facilitate phased delivery, starting with BXL - the expansion of Brent Cross Shopping Centre and the associated infrastructure works. This would then enable BXS and BXT to commence.
- 2.2.3 BXL Developers Hammerson and Aberdeen Standard Investments announced deferral of their scheme in July 2018. <https://www.hammerson.com/media/press-releases/2018-half-year-results/>
- 2.2.4 As a result, LBB, with approval of HM Government has restructured the delivery of the BXC regeneration programme to enable the start of BXS and the BXW station without having to rely on the start of the BXL works.
- 2.2.5 The BXC site is strategically located at the junction of the M1 and A406 (North Circular) and is bordered by the Midland Mainline and A5 to the west and the Northern Line and A41 to the East and sits in the south of the London Borough of Barnet. Three Barnet wards, straddling 3 Wards: are directly impacted: Childs Hill, Golders Green and West Hendon. To the west of the BXT site, two Brent Council wards are impacted: Mapesbury and Dollis Hill and one ward to the south of the development, fortune Green, is within Camden Council's boundary.



- 2.2.6 The site is both dominated and constrained by the existing road network and rail infrastructure. It contains industrial land, existing railway land, retail 'sheds' and large areas of surface car parking. Although extremely well connected by road, and adjacent to tube and rail lines, the site suffers from poor public transport accessibility.
- 2.2.7 The geographical scope of the BXT programme extends from the north end of Cricklewood Station to the North Circular Road overbridge (SPC1/42A) over the Midland Mainline and to the current Eastern and Western NR boundary (noting the eastern NR boundary will move as part of the BXC development). The new footbridge over the railway and access roads will extend beyond the NR boundary to Geron Way/Edgware Road to the west and Brent Terrace/new access roads in the east.
- 2.2.8 The successful delivery of the BXW station is dependent on the completion of other works within the BXT programme. The existing BXC North Sidings require relocation to an area adjacent to the existing BXC South Sidings. The removal of the North Sidings will allow the existing fast and slow lines to be realigned to make space for the construction of the new BXW station platforms. The precursor works to the station construction include the relocation of existing staff accommodation for the Train Operating Companies (TOC). The current TOCs are Govia Thameslink Railway (GTR) and East Midlands Trains (EMT).
- 2.2.9 Installation of new sidings and TOC accommodation commenced on site at the start of this year, with substantial completion planned for Christmas 2019. Following this the existing north sidings will be removed and then the fast and slow line track realignment will commence in early 2020.
- 2.2.10 Wider works are planned alongside the station development as part of the BXT programme including: a replacement Waste Transfer Station (WTS), which will be operated by the North London Waste Authority (NLWA); and a new Rail Freight Facility (RFF) to be operated by DB Cargo. Relocation of these facilities from the east to the west side of the railway will release railway land for development.
- 2.2.11 The marked-up image below the approximate locations of the various elements of the BXT programme with overview of each package being managed and delivered by BXT programme and its relationship with the BXW Station.



Brent Cross West Station

Waste Transfer Station

Sidings Compound

Rail Freight Facility

Sidings and sidings compound (WPE)

To enable the development of the station area, the existing North sidings and associated sidings compound must be relocated. The proposed new sidings is a like for like facility, with the new arrangement meeting the existing operational requirements. Works have recently started on site being delivered by the BXT Programme in partnership with NR.

Rail Freight Facility (WPD)

The site proposed for the new station is adjacent to railway tracks leading into the existing NLWA waste transfer station which is classified as a strategic rail freight facility (RFF). Therefore, a replacement strategic RFF site is being constructed to the south west of the site for aggregate storage and transfer. The new freight site will enable vehicular access from the A5, an internal access road, 2 rail freight sidings fed from the Hendon Freight lines on the Midland Main line route, car parking for up to 30 vehicles and a gatehouse. Planning permission for this facility was secured by LBB and facility is currently being constructed by DB Cargo and overseen by the BXT Programme Management team.

Waste Transfer Station (WPE)

To allow the relocation and improvement of other rail assets within Brent Cross Thameslink area and make way for BXS development, the existing North London Waste Authority's (NLWA) Hendon road to rail Waste Transfer Station (WTS) needs to be relocated within the Brent Cross area. The work package includes the design, construction and handover of a fully enclosed, road to road WTS to take waste material from the London Boroughs of Barnet & Camden, where the waste material will be bulked up and sent onto other sites for processing and disposal. Detail design for this facility is near completion with enabling works planned to start on site in Feb 2019.

2.3 Brent Cross West Station Overview

- 2.3.1 The BXW Station is a proposed new railway station on the Midland Mainline between Cricklewood and Hendon Stations to serve the new Brent Cross Cricklewood development. UK Stations are categorised A-F with A being the most important. The station is identified as a Category B 'Regional Interchange' station based on predicted passenger flows, which are over 2 million for the first year.
- 2.3.2 At peak times, the new station is proposed serve up to 8 Thameslink services an hour in each direction.
- 2.3.3 The station is to comprise 4 platforms (2 islands), circa 255m in length, which will serve the slow and fast lines. Regular Thameslink stopping services are planned to use the slow line platforms, whereas the fast line platforms are only proposed to be used during closures of the slow lines or service disruption.
- 2.3.4 Straddling the two island platforms will be an open passenger concourse, complete with a ticket gate-line. Lifts, stairs and escalators will provide passengers access to the platforms.



(Station Concourse)

- 2.3.5 Access to the passenger concourse, over existing and proposed tracks, will be via an overbridge that will connect to the concourse to form a 24hr pedestrian linking the new station Western and Eastern entrances. The overbridge will be fully roofed (Transparent ETFE single ply) with polycarbonate wall cladding.



(Inside of the Overbridge)



(Outside of Overbridge showing platforms, tracks and Station Concourse)

- 2.3.6 The Western Entrance connects to the station concourse via the overbridge. The entrance has a staircase, 2x escalators & 2x lifts to take passengers to the station concourse. The key element specifications for the Western Entrance Station Building are:

- Roman style Brickwork
- Commercial Glazing with Black Mullions
- Black framed external Canopy with PTFE infill



(Station Western Entrance)

- 2.3.7 The station eastern entrance building is to be designed and constructed by or on behalf of BXS LP as part of the wider BXS development.
- 2.3.8 However, the fit-out of the eastern entrance will be undertaken by the successful supplier/Station contractor including 2x lifts, 2x escalators, fixed staircase and associated M&E, communications and fire detection systems.
- 2.3.9 All platforms are to accommodate a train length of 243m, and as such a length of 255m of platform face has been provided on each platform which includes space for platform fence/gates and anti-trespass paving.

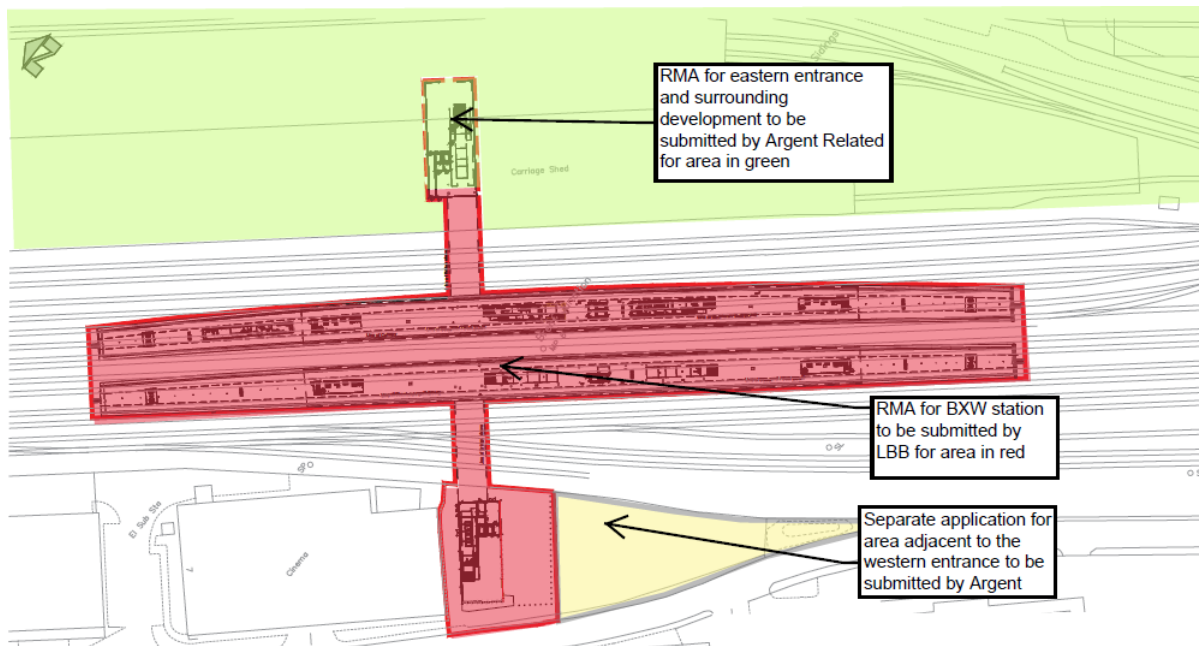


(Platform view)

2.4 Station Design

- 2.4.1 The station design has achieved Approval in Principle (AiP) at GRIP 3 with approval from the NR Route Asset Managers (RAM). The majority of GRIP 4 deliverables have been accepted by NR with some minor comments remaining to be resolved on the Civils and MEP Form 002 design submissions.
- 2.4.2 The design up to GRIP 4 has been produced by Capita, which is be taken forward by an appointed GRIP 5-8 Design & Build contractor following completion of this procurement process.
- 2.4.3 A basic design for the station eastern entrance has also achieved Approval in Principle and will be included in the Works Information. However, it should be noted that the station eastern entrance building is expected to form part of the wider Brent Cross South development and that BXS LP will be awarding a design contract in early 2019 for these works. It may be that the BXS LP design for the eastern entrance building will not affect the station GRIP 4 design and that BXS LP will construct around the designed station box.
- 2.4.4 Suppliers should assume that the AiP design for the eastern entrance will be constructed by the station Design & Build contractor. The contractor will be required to integrate the detailed design of the station eastern entrance with BXS LP's design for the wider BXS development.
- 2.4.5 The GRIP 4 station design achieves step free access from street (both entrances) to the platform. There is a desire to achieve step free access between platform and train in line with industry definitions. Should this not be possible, the platforms are to be designed to provide level access using platform humps or an alternative solution to minimise stepping distances as far as possible. The station contractor will be required to include this within his detailed design.
- 2.4.6 The station western entrance building will be designed and constructed by the station contractor, including associated utility connections and drainage. The external area around the western entrance including transport interchange facilities will be primarily designed and constructed by BXS LP. The contractor will be required to interface the design of the western entrance building and associated station infrastructure with the BXS LP design for the external area.
- 2.4.7 The station GRIP 4 design has been integrated with the slow and fast line track realignment design produced by Amey Rail Ltd under a contract with NR, as part of the wider BXT programme. The detailed design (GRIP 5) for these works is expected to be completed prior to the station design and build contract being awarded. Therefore, the station contractor will need to ensure that his detailed design is fully integrated with the track realignment design, including permanent way (P-way), Overhead Line Equipment (OLE) and other rail systems.

- 2.4.8 The station GRIP 4 design has been developed with consideration of various stakeholder requirements, including LBB, NR, Govia Thameslink Railway and BXS LP. Material choices reflect the need to find a compromise between maintainability for the future station operator and the design aesthetics required for the station's role as gateway to the new BXC regeneration area.
- 2.4.9 The selected station Design & Build contractor will be required to produce a GRIP 5 detailed design that is compliant to NR/Railway Industry Standards and to the project requirements.
- 2.4.10 LBB will be entering an Asset Protection Agreement with NR for the design and construction of the new BXW station. The contractor shall be responsible for obtaining detailed design approval from NR.
- 2.4.11 The contractor may propose alternative design options that vary from the approved GRIP 4 design, but he will be responsible for negotiating and obtaining approval of any such design changes from NR as well as managing changes to the planning permission.
- 2.4.12 Although the station has outline planning permission under the 2014 Section 73 approval, a detailed Reserved Matters Application (RMA) is required to be submitted to the Local Planning Authority. The current programme is for the station RMA to be submitted in April 2019, based on the GRIP 4 design. Planning determination is therefore expected in September 2019.
- 2.4.13 The contractor will be required to develop the detailed design in accordance with the approved planning permission, once obtained and provided by LBB.
- 2.4.14 BXS LP will be responsible for submitting a separate RMA for the station eastern entrance building as part of a wider application for the development around the station, including transport interchange facilities on the eastern side.
- 2.4.15 BXS LP will also be responsible for submitting a separate planning application for the external area around the station western entrance building.
- 2.4.16 An indicative planning boundary for the station RMA is shown below, in context with the adjacent BXS LP developments.



2.5 Station Construction

- 2.5.1 Prior to construction of the station, the existing Network Rail 'Jerich Shed' will need to be demolished. The existing Jerich Shed is approximately 0.77 ha in area and can be described as a large railway warehouse measuring approximately 240m by 30m. The Jerich Shed is currently empty and not in use. Its demolition will facilitate the construction of the station entrance and overbridge as well as the wider BXS development.
- 2.5.2 The construction of the station platforms cannot commence until the existing BXC North Sidings are removed by Amey Rail Ltd, which is currently planned to be completed in January 2020. New tracks are to be constructed between January and May 2020 to allow the Up Slow and Down Slow lines to be slewed to their new positions during 72-hour possessions currently planned for the weekends of 2-4th May 2020 and 23-25 May 2020 respectively. These works will also be undertaken by Amey.
- 2.5.3 Subsequent to the possessions and track slew commissioning, the new station slow line platforms construction site will become sandwiched between two live operational railway lines. Prior to May 2020 this area will not be adjacent to any live operational railway and therefore the contractor should seek to undertake as much work as possible to the slow line platforms prior to 4th May 2020.
- 2.5.4 Following the slow line track slews, the Up Fast line will also be realigned to make space for the fast line platforms. The new Up Fast line track alignment is planned to be commissioned during a 72-hour possession over the weekend of 29-31 August 2020. This will allow the fast line platforms to be constructed, but this worksite will again be sandwiched between two live operational railway lines.
- 2.5.5 Details of the track realignment works are included in the Site Information including the GRIP 4 design and current programme.
- 2.5.6 The station concourse and overbridge has been designed to be assembled on site and lifted in from the east and west sides of the station during closures of the railway.
- 2.5.7 The station contractor will be responsible for identifying and booking required possessions in accordance with NR's access procedure.
- 2.5.8 The station contractor will be required to interface his works with those of NR's contractor Amey Rail Ltd.

- 2.5.9 The station contractor will also be required to interface his works with those of BXS LP's appointed contractor for the BXS development on the eastern side. This interface will be required to be very closely managed as BXS LP's contractor will be working in the same area at the same time in constructing the development around the eastern entrance.
- 2.5.10 The station contractor will be required to obtain acceptance from NR for all construction documents including a Construction Phase Plan, Method Statements / Work Package Plans, Inspection & Test Plans etc.
- 2.5.11 Under the Section 73 outline planning consent, the required pre-commencement conditions to be discharged by the applicant (LBB) are already known. The contractor will be required to support the discharge of a number of these pre-commencement conditions.
- 2.5.12 The station contractor will ensure appropriate provision for stakeholder and community engagement is delivered including the requirement to integrate with the wider Brent Cross Cricklewood regeneration communications strategy and BXT communications plan.

3. Overview of this Procurement Exercise

3.1 Indicative Timetable for BXT Station Procurement

- 3.1.1 This procurement exercise will be undertaken in accordance with the following indicative timetable. LBB reserves the right to amend the timetable at any time during the procurement exercise and, if it does so, will notify all relevant Suppliers of any amendments to the timetable through the e-tendering portal. In particular, LBB reserves the right to amend the length of the negotiation stage and if necessary, commence this sooner in the circumstances described in section 3.3.

Milestone	Dates
Publication of OJEU SQ (SQ)	Fri 1 February 2019
Deadline for Supplier SQ Clarification Submission	Fri 15 February 2019
LBB Response to SQ Clarifications	Fri 22 February 2019
SQ Submission Deadline	Mon 4 March 2019
SQ Evaluation Period - LBB Submit Clarification Questions	Mon 4 Mar – Fri 22 Mar 2019
Shortlisted & Unsuccessful Suppliers Notification	Fri 29 March 2019
Publication of Invitation to Initial Tender (ITT)	Mon 1 April 2019
Supplier Deadline to Submit ITT Clarifications	Thu 18 April 2019
LBB Deadline Response to ITT Clarifications	Fri 10 May 2019
Supplier Initial Tender (ITT) Submission Deadline 12 noon	Fri 24 May 2019
Initial Tender Review/Evaluation Stage	Tue 28 May – Mon 24 Jun 2019
Negotiation Meetings Period. (Tenderers to keep dates available for the period)	Tue 25 Jun – Fri 19 th July 2019
Invitation to Submit Final Tenders (subject to negotiation confirmation)	Mon 22 July 2019
Final Tender Deadline	Fri 2 August 2019
Final Tender Evaluation Period	Tue 6 Aug – Mon 26 Aug 2019
ARG Approval for Contract Award	Mon 16 Sep 2019
Standstill Period	Tue 17 Sep – Mon 30 Sep 2019
Instruct legal to complete	Tuesday 1 October 2019
Contract Sealing and Completion	Monday 14 October 2019

3.2 SQ Stage

- 3.2.1 Under this procurement exercise, there will be a SQ stage followed by a tender stage. The initial tender stage will then be followed by a negotiation stage (but note comments at 3.3). Tenderers will then be required to submit their final tender submission.
- 3.2.2 As part of the SQ stage, Suppliers are required to complete and submit SQ responses in accordance with the timetable referred to in section 3.1.1 and instructions set out in section 4.3.
- 3.2.3 A Data Room will be set up where LBB will place the MOI/SQ Supporting Documents such as draft design drawings/information, to share with Suppliers. Suppliers will be required to complete a Confidentiality form which will be made available. Suppliers shall complete and submit this form as a clarification submission. This will allow the Data Room administrators to grant permissions to suppliers to access the supporting documents.
- 3.2.4 Following the receipt of SQ responses, LBB will:
- Evaluate each SQ response in accordance with the SQ Evaluation Process and SQ Evaluation Criteria as set out in section 4.6 and 4.7.
 - Following such evaluation, a shortlist of suppliers from the highest scoring SQ submissions will be selected.

- 3.2.5 The shortlist will comprise of up to three (3) highest scoring Suppliers who indicated in their SQ response that they will submit a Tender and provide an acceptance of the Minimum Requirements (see paragraph 4.2).

3.3 Initial & Final Tender Stages

- 3.3.1 Suppliers who are shortlisted will be issued with an Invitation to Tender (ITT) and the ITT support documentation. Available information concerning the content of the ITT (including expected ITT bid deliverables and evaluation criteria) is set out in Section 5.
- 3.3.2 Suppliers will then submit their initial tender submission in response to the ITT. The Data Room referenced in section 3.2.3 can be used by Suppliers at this stage to submit any supporting documentation.
- 3.3.3 On receipt of initial tenders LBB will evaluate these and (assuming LBB has shortlisted three Suppliers) anticipates that it will select two Suppliers to proceed to the negotiation phase (at which point the unsuccessful Supplier will be notified in writing and feedback given). However, LBB reserves the right to:
- 3.3.3.1 Award the contract to a single preferred Supplier at this stage without the need for further negotiation (at which point the unsuccessful Suppliers will be notified in writing and feedback given); or
 - 3.3.3.2 Proceed with all three suppliers to the negotiation phase, in which case the negotiation phase may start sooner (by up to 2 weeks) than programmed and Suppliers should allow for this.
- 3.3.4 During the negotiation phase LBB and Suppliers will meet to discuss and improve the initial tender. Following the completion of the negotiation process, Suppliers are then given a period of time to submit their final tenders which will then be evaluated to determine and select a single preferred Supplier.
- 3.3.5 LBB reserves the right to invite the second placed Supplier to be a reserve supplier (and subsequently to award the contract to that reserve Supplier), should it prove not to be possible to complete contracts with the preferred Supplier. There will however be no obligation on the second placed Supplier to accept such an invitation, nor an obligation on LBB to make one.

4. Selection Questionnaire (SQ) Stage

4.1 General

- 4.1.1 LBB is using a SQ to assess Suppliers' eligibility, financial capacity, experience and capability in order to create a shortlist to be invited to tender. The purpose of the SQ is to assist LBB in selecting a short list of potential candidates to advance to the following Invitation to Tender (ITT) stage. The intention is to obtain a short list of up to 3 Suppliers. LBB provide no guarantee that the shortlist derived from this process will result in a higher or lower number of Suppliers being shortlisted.
- 4.1.2 This SQ is in accordance with the "Competitive Procedure with Negotiation" as defined in The Public Contracts Regulations 2015 (as amended).
- 4.1.3 If the SQ documents contain references to standards, procedures, bye-laws and other standard documents issued by LBB, Suppliers are responsible for obtaining and complying with the requirements of these documents, and any difficulties should be raised as SQ clarification requests via LBB's e-tendering portal.
- 4.1.4 Supplier's electronic copy of their SQ must be completed online using LBB's e-portal www.barnetsourcing.co.uk with full submissions uploaded no later than the time and date as outlined above or such later date as LBB notifies. Individual files uploaded should be no larger than 10MB in size and any complete submission should not exceed 30MB in total. Further guidance on LBB's e-Portal can be found as a support document within the tender documents on the portal. Should technical difficulties be experienced with the portal please contact: support@curtisfitchglobal.com and copy procurement@barnet.gov.uk.
- 4.1.5 In completing this SQ, Suppliers shall be deemed to have read, understood and made appropriate allowance for all information included within this MOI document (including all Appendices and attachments) as well as the OJEU notice for this tender process.

4.2 Minimum Requirements

- 4.2.1 LBB have identified that the selected supplier to deliver the Detailed Design, Construction, Testing, Commissioning and Handover (GRIP 5-8) of the new BXW Station, must meet the requirements set out below as a minimum. Suppliers who do not meet these requirements at SQ stage are advised not to submit an SQ response, as they will not pre-qualify;
 - The supplier must have a valid NR principal contractor license in accordance with NR standard NR/L2/INI/CP0070 (or if not be able to demonstrate that they

will have one in place by the date of Contract award or are in a consortium with an organisation that has the necessary licence)

- The selected Supplier must enter into a NEC3 ECC Contract – Option C contract (Z-clauses and X-clauses).
- Single Point Design Responsibility – When entering into contract with LBB, the chosen supplier must take ownership and responsibility of the completed GRIP 4 Design.

4.3 Supplier Instructions

- 4.3.1 Suppliers must carefully check the documentation to ensure that they have all the required information. Should any part be found to be missing or unclear, this must be raised as a clarification request via messaging on LBB's e-portal www.barnetsourcing.co.uk as soon as is reasonably practicable. No liability will be accepted by LBB for any omissions or errors in the documentation.
- 4.3.2 Suppliers shall take no advantage of any apparent errors or omissions. In the event of the discovery of any such errors or omissions, they will make LBB aware immediately.
- 4.3.3 SQ submissions must be in English.
- 4.3.4 All financial information must be priced in pounds sterling.
- 4.3.5 All questions must be answered and where written submission is required, suppliers shall use font style Arial and font size 11.
- 4.3.6 Suppliers are responsible for the accuracy of their submissions.
- 4.3.7 Suppliers are responsible for identifying, planning and pricing everything necessary to complete the requirement.
- 4.3.8 Suppliers must not alter the SQ documents and must submit a response that is fully compliant with the SQ documentation and these instructions. LBB reserve the right to reject any responses which do not comply with any stage of this process.
- 4.3.9 Suppliers are advised to read the SQ instructions thoroughly as failure to complete the response documents exactly as prescribed means submissions may not upload correctly to www.barnetsourcing.co.uk and, if so, will not be evaluated.
- 4.3.10 Suppliers are to ensure that response submissions contain all the information requested. No additional material over and above that requested should be included as it cannot be evaluated.
- 4.3.11 Any defined terms shall unless stated have the meaning given in the terms and conditions. They are deemed to be familiar with all the terms, abbreviations and acronyms utilised throughout the SQ documentation.
- 4.3.12 Responses are prepared and submitted at Suppliers' own risk. Although this is a bona fide SQ process, LBB may reject any or all submissions and provide no guarantee that any subsequent Invitation to Tender stage will be undertaken, or Contract will be awarded. LBB will not reimburse any costs incurred during this process or any subsequent discussions or negotiations, howsoever arising.

- 4.3.13 LBB require a single channel of communication for responses that is coherent, co-ordinated and consistent. If Suppliers are submitting as a group of economic operators (such as a consortium), they will need to ensure that their responses adhere to the requirements set out by the Cabinet Office Guidance on Consortia and bids by groups of economic partners.
- 4.3.14 If Suppliers are submitting as consortium, throughout their response they must ensure that responses are structured such that it is clear how each answer relates to the consortium as a whole and, where relevant, to each of the consortium members. Consortium members are not considered as subconsultants.
- 4.3.15 If it is found necessary to amend the submission documents prior to the date for return of SQs, Suppliers will be notified via LBB's e-tendering portal. Any such amendment shall not amend the deadline for SQ return unless LBB notify otherwise.
- 4.3.16 Suppliers are required at any time during the SQ process to inform LBB of any changes to circumstances which impact on their response to the SQ, selection or suitability to tender. Suppliers will be rejected from the procurement process where they subsequently fail a selection criterion that they originally passed at SQ stage.
- 4.3.17 Failure to disclose all material information (facts that LBB regard as likely to affect the evaluation process), or disclosure of false information at any stage of this procurement process may result in ineligibility for award. Suppliers must provide all information requested and not assume that LBB have prior knowledge of any of this information. Suppliers must answer each question in full and must not cross refer to answers to other questions. LBB reserves the right not to evaluate answers given by way of cross reference.
- 4.3.18 LBB actively seek to avoid conflicts of interest and reserve the right to reject Suppliers as ineligible where LBB perceive an actual or potential conflict of interest. Suppliers must advise all potential conflicts of interest as a clarification request via LBB's e-tendering portal prior to submission of Suppliers completed response. LBB will then confirm as soon as they can if they consider these significant enough to exclude the Supplier from the SQ process.
- 4.3.19 Suppliers must confirm acceptance of the Minimum Requirements (see paragraph 4.2).

4.4 SQ Clarifications

- 4.4.1 If there is any doubt about the meaning of the SQ documents, our requirements or any other matter, Suppliers should submit a clarification request via LBB's e-tendering portal. The final date for submitting clarification requests is 12 noon 15 February 2019
- 4.4.2 SQ clarification requests must only be submitted via LBB's e-tendering portal. They must not be made directly to any LBB staff or Re/Capita staff.
- 4.4.3 All relevant clarification requests and responses will be circulated to all Suppliers.

4.5 SQ Submission

- 4.5.1 All SQ documentation is to be returned via on LBB's e-portal only (www.barnetsourcing.co.uk).
- 4.5.2 All response submission documents must be correctly uploaded to LBB's e-tendering portal, and all questions completed, by no later than **12 noon on Monday 4th March 2019**. All documents are to be uploaded as per the correct procedures. Any response received after that time will not be accepted unless LBB have granted an extension to the SQ period to all Suppliers. Please ensure all documents follow the precise format prescribed in this document. Failure to do so means that responses may not correctly upload to our electronic evaluation system and may not be evaluated. The two reasons that prevent successful upload to the e-tendering portal are documents that are too large and submitting post upload deadline.
- 4.5.3 LBB reserve the right to change the return date for responses. If an extension to the SQ period is granted, all Suppliers will be notified via LBB's e-tendering portal.
- 4.5.4 If Suppliers are given the opportunity to resubmit a response following the grant of an extension of time (after they have already submitted Suppliers response), they must clearly mark the revised offer as such, and date it. They should also provide a statement that it supersedes any previous unopened response.
- 4.5.5 Electronic copies of the response document must be in PDF format. Any scanned documents must be in PDF format.
- 4.5.6 The following documents constitute "the response":
 - Completed SQ Forms.
 - Confirmation of acceptance of the Minimum Requirements (see paragraph 4.2)
- 4.5.7 Compliant responses will be evaluated by LBB technical and commercial stakeholders:
 - a. Each question will be scored as indicated in section 4.7 – SQ Evaluation criteria
 - b. Pass/fail criteria will apply as indicated; and

- c. Indicated weightings will be applied to scored responses, and only those SQ submissions with no fails will be scored and ranked.

4.6 SQ Evaluation Process

- 4.6.1 The selection process will use the SQ response for a rigorous and objective assessment of each Supplier. The assessment of all aspects stated shall be recorded for audit purposes. The SQ process will ensure Suppliers are evaluated fairly against a pre-determined evaluation matrix.
- 4.6.2 Upon receipt, the SQ submission will remain unopened until after 12 noon on the day of the SQ Submission Deadline.
- 4.6.3 Each SQ will be reviewed prior to evaluation of the Technical and Financial capacity to ensure its completeness and compliance to the SQ instructions. Incomplete or non-compliant SQs may be rejected prior to evaluation.
- 4.6.4 Only those suppliers that pass the pass/fail questions (2.1- 2.3, 3.1 - 3.2, 4.1 -4.2, 6.1-6.3, 7.1-7.2,8.1-8.2,9.1-9.8) will be assessed against the scored questions in sections 8.3 and project specific questions in section 9.8-9.16 of the SQ.
- 4.6.5 Section 8.3 and 9.9-9.17 will form the quality assessment and will be marked against a scoring criteria of 0-5 which is provided in **Table C**.
- 4.6.6 The assessment of the SQs received will be carried out by an evaluation panel made up of authority staff and authorised representatives.
- 4.6.7 The response will enable the authority to form a clear view of the Supplier's technical and professional capacity. The responses in respect of each question must therefore be clear and concise. No reliance should be placed on information given to LBB previously or provided elsewhere in the SQ response.
- 4.6.8 During our evaluation of responses, Suppliers may be asked to answer clarification questions about their submissions and other matters related to their response. Suppliers must respond to such questions as quickly as possible but, in any event, within 2 working days or, if a deadline is specified, responses must be submitted by that deadline. Failure to respond to any LBB clarification questions, may result in LBB rejecting the Supplier's submission.

- 4.6.9 Suppliers are permitted to clarify the LBB's requirements in the SQ, and LBB may require a Supplier(s) to clarify or supplement the information it submits in its SQ, provided that to do so will not distort the competition.
- 4.6.10 Suppliers will be notified by email whether they have been successful or unsuccessful. The successful shortlisted Suppliers will be Invited to Tender via LBB's e-tendering portal.
- 4.6.11 Suppliers, both successful and unsuccessful, will have the opportunity to receive feedback regarding their application if requested.

4.7 SQ Evaluation Criteria

- 4.7.1 The SQ assessments are based on the question responses provided by the Suppliers to Sections 1, 2, 3, 4, 5, 6, 7, 8 and 9.
- 4.7.2 The evaluation of SQ responses received will be carried out by an evaluation panel made up of authorised representatives.
- 4.7.3 The selection criteria to be applied to the SQs are outlined in **Table A**.

Table A – SQ Evaluation Criteria

Qualitative Criteria	Weighting
Part 1 - Potential Supplier Information	
Section 1.1 – Potential Supplier Information	Information Only
Section 1.2 – Bidding Model	Information Only
Section 1.3 – Declaration	Pass/Fail
Part 2 – Exclusion Grounds	
Section 2.1 – Grounds for Mandatory exclusion	Pass/Fail
Section 3 – Grounds for Discretionary Exclusion	Pass/Fail
Part 3 – Selection Questions	
Section 4 – Economic and Financial Standing	Pass/Fail
Section 5 – Parent Company	Information Only
Section 6 – Technical and Professional Ability	Pass/Fail
Section 7 – Modern Slavery Act	Pass/Fail
Section 8 – Additional Questions	
8.1 Insurance & 8.2 Skills and Apprenticeships	Pass/Fail
8.3 Steel	5%
Section 9 Project Specific Questions	
Equality & Human Rights	Pass/Fail
HSQE	Pass/Fail
Social Responsibility	Pass/Fail
HSQE Management	20%
Technical Capability	75%

Table B – SQ Assessment and Scoring Principles (Sections 1 - 9)

Question Heading	Minimum Requirements
Section 1 Potential Supplier Information, Bidding Model and Contact Details and Declaration	Information Only – Supplier details, Bidding model and Contact Details and Declaration completed in full. Failure to complete in full may result in the authority requesting further information.
Section 2 Exclusion Grounds Grounds for Mandatory Exclusion	<p>Pass – Section answered in full indicating No across all mandatory exclusion grounds. If you have indicated Yes, as a response explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (evidence of Self Cleaning).</p> <p>Fail – An answer of Yes for any of the exclusionary grounds where no evidence has been provided to demonstrate the reliability of the organisation despite existence of a relevant ground for exclusion (no evidence of Self Cleaning).</p>
Section 3 Grounds for Discretionary Exclusion	<p>Pass – Section answered in full indicating No across all discretionary exclusion grounds. If you have indicated Yes as a response explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (evidence of Self Cleaning).</p> <p>Fail - An answer of Yes for any of the discretionary grounds where no evidence has been provided to demonstrate the reliability of the organisation despite existence of a relevant ground for exclusion (no evidence of Self Cleaning).</p>
Section 4 Economic and Financial Standing	<p>Pass – Section answered in full providing evidence of economic standing as requested as either a, b or c.</p> <p>Fail – Section has not been completed in full.</p> <p>(A Company Watch report is used together with an LBB finance assessment of accounts.)</p>
Section 5 Parent Company (If Applicable)	Information Only – Parent Company guarantee details completed in full. Failure to complete in full may result in the authority requesting further information.
Section 6 Technical and Professional Ability (Pass/Fail)	The written responses will be marked out of 5 (see Table C) for score levels). A score of 3 or above is deemed as a Pass. A score of 2 or below is deemed a fail.

	<p>Pass – Those submissions receiving a score of 3 (Acceptable) or more will receive a pass mark.</p> <p>Fail - Those submissions receiving a score of less than 3 (Acceptable) will receive a fail mark.</p>
<p>Section 7 Modern Slavery Act (If Applicable)</p>	<p>Pass – Section should be answered indicating Yes to be a relevant commercial organisation under the Modern Slavery Act and stating compliance with reporting requirements or providing justification as to why not.</p> <p>Fail – Section has not been answered indicating Yes to be a relevant commercial organisation under Modern Slavery Act and No to compliance with reporting requirements with no suitable justification.</p>
<p>Section 8 Additional Questions Insurance - 8.1 (Pass/fail) Skills and Apprenticeships - 8.2 (Pass/Fail) Steel – 8.3 (Scored)</p>	<p>8.1 & 8.2 are Pass/Fail Questions.</p> <p>A Pass for 8.1 is a supplier confirming if they have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated within question 8.1. A fail for 8.1 is where a supplier can not commit prior to the commencement of the contract, the levels of insurance cover indicated with question 8.1.</p> <p>A pass for 8.2 is a supplier confirming that they will be supporting apprenticeships and skills development throughout the contract in accordance with the Procurement Policy note 14/15. A fail for 8.2 is a supplier confirming that they will not be supporting apprenticeships and skills development throughout the contract in accordance with the Procurement Policy note 14/15.</p> <p>The written responses for 8.3 will be marked out of 5 (see Table C) for score levels).</p>
<p>Section 9 Project Specific Questions</p> <p>Questions 9.1 to 9.8 (pass/fail) Questions 9.9 to 9.17 (scored)</p>	<p>Questions 9.1 & 9.3</p> <p>Pass: The supplier demonstrates that they are compliant with the relevant legislative requirements.</p> <p>Fail: The supplier fails to demonstrate that they are compliant with the relevant legislative requirements.</p> <p>Questions 9.2 & 9.7</p> <p>Pass: The supplier provides adequate detail that they have an effective process/processes in place to manage their supply chain regarding the matter detailed within the question.</p> <p>Fail: The supplier does not provide adequate detail that they have an effective process/processes in place to manage</p>

	<p>their supply chain regarding the matter detailed within the question.</p> <p>Question 9.4</p> <p>Pass: The supplier is able to demonstrate that they have not breached any HSE regulations and/or issued with an enforcement/remedial orders in relation to the HSE (or equivalent body) in the last 3 years. However, if they made such breaches, they have been able demonstrate effective remedial action or a change to a procedure to address the remedial order.</p> <p>Fail: The supplier has demonstrated that they have breached HSE regulations and/or issued with an enforcement/remedial orders in relation to the HSE (or equivalent body) in the last 3 years and have failed to demonstrate that they made effective remedial action changes or a change to a procedure to address the remedial order.</p> <p>Question 9.5</p> <p>Pass: The supplier is able to demonstrate that they hold a valid Network Rail Principal contractor licence in accordance with NR/L2/INI/CP0070 (or if not is able to demonstrate that it will have one in place by the date of Contract award or is in a consortium with an organisation that has the necessary licence)</p> <p>Fail: The supplier is not able to demonstrate that they hold a valid Network Rail Principal contractor licence in accordance with NR/L2/INI/CP0070 (or alternatively is not able to demonstrate that it will have one in place by the date of Contract award and is not in a consortium with an organisation that has the necessary licence)</p> <p>Question 9.6</p> <p>Pass: The supplier answers yes to sections a-d of the question.</p> <p>Fail: The supplier answers no to one or more of sections a-d of the question.</p> <p>Question 9.8</p>
--	--

	<p>The written responses will be marked out of 5 (see Table C) for score levels). A score of 3 or above is deemed as a Pass. A score of 2 or below is deemed a fail.</p> <p>Questions 9.9 to 9.17</p> <p>Will be marked out of 5 (see Table C) for score levels).</p>
--	---

The scoring principles set out in **Table C** are to be used for the quality evaluation of the SQ submission (Sections 6, 8 and 9). The written responses will be marked out of 5 (for Sections 6,8,9) and a weighting applied to achieve the weighting stated in **Table A**. All SQs will be evaluated against the criteria set out in **Table B – SQ Assessment and Scoring Principles (Sections 1 - 9)**.

Table C – SQ Scoring Principles (relevant aspects of Sections 6,8,9)

ScoreScoring Principles	
0	Unacceptable - Completely fails to meet requirements or does not provide a response.
1	Very poor - Response significantly fails to meet the requirements or respond to the question, contains significant shortcomings or is inconsistent with other elements of the response.
2	Poor response - Response falls short of achieving expected requirements or responding to the question in a number of identifiable respects.
3	Acceptable - Response meets the requirements and responds to the question in most material respects but is lacking or inconsistent in others.
4	Very good - Response meets the requirements and responds to the question in all material respects
5	Excellent - Response meets the requirements and responds to the question in all material respects and exceeds some or all of the requirements.

4.8 SQ Moderation Session

- 4.8.1 All SQs to be evaluated by a panel of LBB representatives. A minimum of two evaluators will mark each Project Specific question. Once all SQs are individually evaluated, a moderation meeting will be held to ensure fair and consistent marking across the SQs.

4.9 Confidentiality, Records & Transparency

- 4.9.1 LBB will provide a Confidentiality Agreement and you are required to sign and return this agreement via the Barnet sourcing portal prior to LBB granting you access to the data room and the additional confidential documents stored therein.
- 4.9.2 Suppliers must keep confidential and not disclose to any third party, save for the purpose of bidding as a Consortium, (without our prior written consent) this SQ, its associated documents and any information supplied by us to you and shall use the information only for the purpose of preparing, submitting Suppliers response. Suppliers shall not disclose, copy, reproduce, distribute, or pass it to any other person at any time except for the purpose of enabling a response to be made; all such persons shall have given an undertaking at the time of receipt to keep such information confidential. You must also ensure that all your subconsultants, employees and agents comply with these requirements. You shall also treat details of Suppliers response as confidential. You shall not disclose, other than to the person calling for the SQ (and in accordance with these Instructions) the contents of your submission.
- 4.9.3 Suppliers must not, either alone or jointly with others, publish any material relating to LBB, this SQ or the works without our prior written consent.
- 4.9.4 Suppliers must not, either alone or jointly with others, make any media announcements in connection with this SQ, the works, or any dispute arising under or in connection with this SQ response.
- 4.9.5 Sections 4.9.1, 4.9.2 and 4.9.3 above do not apply:
- a. To any information which is already in the public domain at the time of its disclosure other than by breach of these instructions; or
 - b. To any information which is required to be disclosed to the extent required by any applicable law, the regulations of any recognised stock exchange, any taxation authorities, or by order of a court or other tribunal of competent jurisdiction or any relevant regulatory body.
- 4.9.6 Suppliers must note the requirement for records set out in the SQ documentation and ensure that they retain all relevant material produced as part of this SQ process.

4.10 Freedom of Information Act 2000 and Environmental Information Regulations 2004

- 4.10.1 LBB is subject to the requirements of the Freedom of Information Act 2000 (the "Act") and the Environmental Information Regulations 2004 ("EIR"). Accordingly, all information submitted to it may need to be disclosed by LBB in response to a request under either the Act or the EIR (a "Request").
- 4.10.2 In making any submission during this procurement process, each Supplier acknowledges and accepts that information contained therein may be disclosed by LBB under the Act or EIR without consulting the Supplier, although LBB will endeavour to consult with the Supplier and consider its views before doing so.
- 4.10.3 If Suppliers consider that any information made available to LBB is commercially sensitive, they should identify it and explain (in broad terms) what harm may result from disclosure, and the time period applicable to that sensitivity. Even where information made available to LBB is marked commercially sensitive, LBB shall be entitled (acting in its sole discretion) to disclose it pursuant to a Request. Please also note that information marked "confidential" or equivalent by Suppliers does not bind LBB to any duty of confidence by virtue of that marking.
- 4.10.4 Exemptions to disclosure pursuant to a Request do exist and LBB reserves the right to determine (acting in its sole discretion) whether there is any available exemption and whether to disclose any information made available to it by Suppliers pursuant to any Request. If you are unsure as to LBB's obligations under the Act or EIR regarding the disclosure of sensitive information, please seek independent legal advice.

4.11 Equality and Diversity

- 4.11.1 LBB is committed to proactively encouraging diverse Suppliers to participate in its procurement processes for goods, works and services. It will provide a level playing field of opportunities for all organisations including Small and Medium Enterprises and Black, Asian and Minority Ethnic businesses and other diverse Suppliers. Consistent with its obligations as a Best Value authority and in compliance with EU and UK legislation, LBB's procurement process will be transparent, objective and non-discriminatory in the selection of its Suppliers. LBB will actively promote diverse Suppliers throughout its supply chains. LBB expects that the Supplier will have in place and will implement policies to promote these principles.

4.12 Social Value

- 4.12.1 LBB envisages that the Supplier will pro-actively support social value delivery (responsible procurement). Examples of social value opportunities are identified below, but this is not an exhaustive list:

- Up skilling staff

- Offering Apprenticeships
- Local employment opportunities
- Volunteers
- Additional Services
- Educational visits
- Offering curriculum support to schools
- Creating Supply Chain opportunities
- Improving environment, landscape
- Donations to charity
- Local businesses incorporated into supply chain
- Creating skills and training opportunities
- Offering work placements to school children and young adults
- Community engagement
- Targeting hard to reach groups
- Core Labour Standards
- Carbon Reduction.

4.12.2 Within its obligations as a Best Value authority, and in compliance with EU and UK legislation, LBB will adopt the principles of 'Reduce, Reuse, Recycle' and 'Buy Recycled'. LBB endorses delivery of social value principles in its procurement of goods, works and services, where the required criteria for performance and cost effectiveness can be met. LBB will actively promote social value throughout its supply chain.

4.13 **Conflict of Interest**

- 4.13.1 LBB requires all actual or potential conflicts of interest to be declared and resolved to LBB's satisfaction prior to the delivery of the Supplier SQ submission. If any conflict of interest or potential conflict of interest between a Supplier, its advisers, LBB's advisers or any combination thereof becomes apparent to that Supplier, it shall inform LBB immediately. In such circumstances, LBB shall, at its absolute discretion, decide on the appropriate course of action. Failure to declare such conflicts (including new conflicts which may arise during the procurement process) and/or failure to address such conflicts to the reasonable satisfaction of LBB, could result in a Supplier being disqualified at the sole discretion of LBB.

4.14 **Canvassing and Non-Collusion**

- 4.14.1 LBB reserves the right to disqualify (without prejudice to any other civil remedies available to LBB and without prejudice to any criminal liability which such conduct by a Supplier or Consortium Member (as the case maybe) may attract) any Supplier or Consortium Member who (or its directors or any other person who has powers of representation, decision or control of the Supplier or Consortium Member), in connection with this SQ:
- Offers any inducement, fee or reward to any member or officer of LBB or any person acting as an adviser for LBB in connection with this SQ;
 - Does anything which would constitute the offence of within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption;
 - Does anything which would constitute the offence of bribery, where the offence relates to active corruption;
 - Does anything which would constitute bribery within the meaning of section 1 or 6 of the Bribery Act 2010;
 - Canvasses any member or officer of LBB or any person acting as an adviser for LBB in connection with this SQ;
 - Contacts any officer of LBB prior to financial close about any aspect of the SQ, initial tenders or procurement process in a manner not permitted by this SQ (including without limitation contact for the purposes of discussing the possible transfer to the employment of the Supplier of such officer);
 - Fixes or adjusts the amount of his Bid by or in accordance with any agreement or arrangement with any other Supplier or Consortium Member of any other Supplier (other than its own Consortium Members or supply chain);
 - Enters into any agreement or arrangement with any other Supplier (or Consortium Member of any other Supplier) to the effect that it shall refrain from making a Bid or as to the amount of any Bid to be submitted;

- Causes or induces any person to enter such agreement or to inform the Supplier (or a Consortium Member of the Supplier) of the amount or approximate amount of any rival Bid;
- Canvasses any person connected with this SQ who is not one of its own Consortium Members or one of its own team;
- Offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid (or proposed Bid) any act or omission;
- Communicates to any person other than LBB the amount or approximate amount of his proposed Bid (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of a Bid);
- Enters into any agreement with any other Supplier (or a Consortium Member of any other Supplier) aimed at distorting the outcome of the competition;
- Undertakes to unduly influence the decision-making process of LBB; or
- Undertakes to obtain confidential information that could confer upon an undue advantage in the award of the contract.
- Suppliers will be required to complete and submit certificates of non-collusion and non-canvassing at the Initial Tender submission stage and also the Final Tender submission stage.

4.15 Accuracy of Information

4.15.1 In submitting a response to this SQ, each Supplier undertakes that:

- All information contained in any response at any time provided to LBB in relation is true, accurate and not misleading and that all opinions stated in any part of a response are honestly held and that there are reasonable grounds for holding such opinions; and
- Any matter that arises that renders any of such information untrue, inaccurate or misleading will be brought to the attention of LBB immediately.

4.16 Intellectual Property Rights

- 4.16.1 This SQ (and all Procurement Documents) may not be reproduced, copied or stored in any medium without the prior written consent of LBB except in relation to the preparation of a Bid.
- 4.16.2 All documentation supplied by LBB in relation to this SQ (and all Procurement Documents) is and shall remain the property of LBB and must be returned on demand, without any copies being retained. Suppliers are not authorised to copy, reproduce, or distribute the information in the Procurement Documents at any time except as is necessary to produce a Bid.

4.17 Publicity

- 4.17.1 Suppliers shall not undertake (or permit to be undertaken) at any time, whether at this stage or after financial close, any publicity activity with any section of the media in relation to the Project other than with the prior written agreement of LBB. Such agreement shall extend to the content of any publicity. In this paragraph the word "media" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large and the representatives of such media.

4.18 Changes in Circumstances

- 4.18.1 Each Supplier (including, for this purpose, each Supplier in any consortium arrangement) is required to inform LBB promptly and in any case no later than fourteen (14) days, after the occurrence of:
- Any change to its corporate structure from that set out in its response to the SQ. This includes the grant of any options to acquire shares, any agreement relating to the exercise of rights attaching to such shares, and any material amendments to a shareholders' agreement, articles of association or similar constitutional documents;
 - Any changes to any other information provided to LBB as part of the SQ process; or
 - Any other change to its circumstances, or the basis of its response to the SQ, which may be expected to influence LBB's decision on its suitability for shortlisting to SQ.
- 4.18.2 LBB reserves the right to approve (subject to conditions) or reject the changes referred to above. A rejection of the changes may result in the Supplier being excluded from further participation in the procurement process. LBB reserves the right and may in certain cases be required under the procurement rules, to disqualify any Supplier that has been shortlisted to ITT where the composition of the Supplier's Consortium has changed after the submission of their SQ.

4.19 Bid Costs

- 4.19.1 LBB will not be liable to any person for any costs whatsoever incurred in the preparation of their SQ responses.

4.20 Disclaimer

- 4.20.1 Neither the receipt of this document by any person, nor the supply of any information is to be taken as constituting the giving of investment advice by LBB or any of its advisers to any Supplier.
- 4.20.2 Information provided does not purport to be comprehensive or verified by LBB or its advisers. Neither LBB nor its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in the SQ documents.
- 4.20.3 No representation or warranty, express or implied, is or will be given by LBB or any of its officers, employees, servants, agents or advisers with respect to the information or opinions contained in the MOI/SQ documentation, or in any subsequent communications.
- 4.20.4 Any liability in respect of such representations or warranties, howsoever arising, is hereby expressly disclaimed but nothing in this MOI/SQ shall exclude or restrict liability for fraudulent misrepresentations.
- 4.20.5 No information in this document is, or should be relied upon as, an undertaking or representation as to LBB's ultimate decision in relation to undertaking the works.
- 4.20.6 LBB reserves the right without prior notice to change the procurement process or to amend the information provided, including, but not limited to, changing the timetable, the scope and nature of the procurement and the procurement process. LBB reserves the right to issue circulars to Suppliers providing further information or supplementing and/or amending the procurement process for this SQ.
- 4.20.7 In no circumstances shall LBB incur any liability in respect of any changes. This will be subject to the requirements of public law, the UK and EU procurement rules and EU Treaty rules and general principles.
- 4.20.8 Direct or indirect canvassing of the Mayor, any members of the Greater London Authority, employees, directors, board members, agents and advisers of LBB and any of its subsidiaries by any person concerning the Contract or any related procurement process and any attempt to procure information from any of the foregoing concerning the Contract may result in the disqualification of the person and/or the relevant organisation from consideration for the Contract.
- 4.20.9 LBB reserves the right without prior notice not to follow up this document in any way and/or to terminate the procurement process without awarding an Agreement at any time.
- 4.20.10 LBB reserves the right not to negotiate and to award the Contract on the basis of the initial tenders submitted.

5. Invitation to Tender (ITT) Stage

5.1 General

5.1.1 As referred to in section 3.3 of this document, a finalised ITT will be issued to shortlisted Suppliers following the completion of the SQ stage.

5.2 Summary of the Content of the ITT

5.2.1 As an indication of the information to be provided to the potential suppliers at ITT stage, The ITT documentation would include (subject to confirmation):

- Specific and finalised details of all method statements and other quality submissions required;
- Completed GRIP 4 Design drawings for the station
- The Asset Protection Requirements
- Planning Permission Requirements
- Specific and finalised details of all pricing submissions required;
- The detailed terms and conditions of a draft Contract (NEC3 ECC Option C, with z-clause and x-clause amendments);
- The ITT evaluation criteria and evaluation methodology

5.3 Expected ITT Deliverables

5.3.1 As an indication of the contents of the Supplier submission within the ITT response, LBB expects the following information to be included but not limited to:

- All requested method statements in response to specifically phrased technical questions as well as fully completed responses to all questions
- Confirmation that the draft Contract is fully accepted, or alternatively a mark-up of the same with a table of justifications that explain each change made;
- A fully completed pricing document in accordance with the template set out in the ITT.

5.3.2 Specific details of the above will be made available in the ITT. LBB reserves the right to amend the information referred to in paragraph 5.3.1 at all times up to the publication of the ITT.

5.4 Tender Evaluation Criteria

5.4.1 The detailed tender award and evaluation criteria will be made available to Suppliers who are selected for the ITT Stage. LBB can confirm now that it expects the following:

- That the tender stage scoring criteria weighting will be 60% Technical and 40% Commercial.
- There will be a clearly stated objective requirement for each method statement to be submitted, and LBB will award a score reflecting its view of the extent to which the Supplier has met the relevant requirements;
- The method statements are likely to be weighted to reflect the relative importance of each response to LBB;
- A detailed pricing document and methodology under which the lowest priced compliant tender will score full marks, with other tenders scoring less based on the price differential from such lowest priced compliant tender.
- Specific details of the above will be made available in the ITT.

Appendix A: Selection Questionnaire Questions

Brent Cross West Station Competitive Procedure with Negotiation

Notes for completion

The “authority” 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.

“They” / “Suppliers” refers to the potential Supplier completing this standard SQ i.e. the legal entity responsible for the information provided. The term “potential Supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and 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.

Completion and submission of the online SQ is mandatory for all bids to be compliant. Please ensure that all questions are completed in full and submitted to www.barnetsourcing.co.uk. 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 authority recognises that arrangements set out in section 1.2 of the standard SQ, 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 a completed Part 1 and Part 2 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.

For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

All sub-contractors are required to complete Part 1 and Part 24.

For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will 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.

Part 1: Potential Supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential Supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential Supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify Suppliers trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	

1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. 7 (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company:	

	<ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company: <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	

A criminal record check for relevant convictions may be undertaken for the preferred Suppliers and the persons of significant in control of them.

Section 1	Bidding model	
Question number	Question	Response
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting Supplier please provide the name of Suppliers group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.
1.2(a) - (ii)	Name of group of economic operators (if applicable)	

1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.																																																													
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																												
1.2(b) - (ii)	<p>If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: LBB may ask them to complete this form as well.</p> <table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered Address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading Status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company Registration Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS Number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of Organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and / or Supplier e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Name						Registered Address						Trading Status						Company Registration Number						Head Office DUNS Number (if applicable)						Registered VAT Number						Type of Organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and / or Supplier e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
Name																																																														
Registered Address																																																														
Trading Status																																																														
Company Registration Number																																																														
Head Office DUNS Number (if applicable)																																																														
Registered VAT Number																																																														
Type of Organisation																																																														
SME (Yes/No)																																																														
The role each sub-contractor will take in providing the works and / or Supplier e.g. key deliverables																																																														
The approximate % of contractual obligations assigned to each sub-contractor																																																														

Contact details and declaration

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

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

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority 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	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2 – Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>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 been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 2.1(b)

	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, 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, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

The authority reserves the right to use its discretion to exclude a potential Supplier where it can demonstrate by any appropriate means that the potential Supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		
Grounds for discretionary exclusion		
	Question	Response
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this answered, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three 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.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended, or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/>

		If Yes, please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to	Yes <input type="checkbox"/>

<p>obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>	<p>No <input type="checkbox"/></p> <p>If Yes, please provide details at 3.2</p>
---	---

3.2	<p>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?</p>	
-----	--	--

Part 3: Selection Questions

Please answer the following questions in full but also abiding by all limitations set out by LBB such as page limits and word counts.

Section 4		
Economic and Financial Standing		
	Question	Response
4.1	<p>Are you able to provide a copy of Suppliers audited accounts for the last two years, if requested?</p> <p>If no, can you provide one of the following: answer with Y/N in the relevant box.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

4.2	Where LBB have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-----	---	---

Section 5	If you have indicated in the SQ question 1.2 that you are part of a wider group, please provide further details below:
Name of organisation	
Relationship to the Supplier completing these questions	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6		Technical and Professional Ability (Pass or Fail Question)		
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed, or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples, see question 6.3.</p>			
		Contract 1	Contract 2	Contract 3
Name of customer organisation				
Point of contact in the organisation				
Position in the organisation				
E-mail address				
Description of contract	2x A4 (including diagrams and images)	2x A4 (including diagrams and images)	2x A4 (including diagrams and images)	2x A4 (including diagrams and images)
Contract Start date				
Contract completion date				
Estimated contract value				

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).</p>
	<p>2 x A4 (including diagrams and images)</p>

6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract.</p>

Section 7 Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 (Pass or Fail Question)		
7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant URL to view the statement ... No <input type="checkbox"/> Please provide an explanation

Additional Questions

Please answer the following questions in full but also abiding by all limitations set out by LBB such as page limits and word counts.

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8 Additional Questions	
8.1	Insurance (Pass or Fail Question)
a.	<p>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:</p> <p>Contractor's All-Risks: full reinstatement value of the Works (Y/N)</p> <p>Employer's (Compulsory) Liability Insurance = £10m (Y/N)</p> <p>Public Liability Insurance = £155m (Y/N)</p> <p>Professional Indemnity Insurance = £10m (Y/N)</p>

8.2	Skills and Apprentices – (please refer to Supplier selection guidance) (Pass or Fail Question)	
a.	Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15. Please confirm if you will be	Yes <input type="checkbox"/> No <input type="checkbox"/>

	supporting apprenticeships and skills development through this contract.	
b.	If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.3	Steel (Scored Question – Grouped 5% Overall Weighting)	
a.	Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management.	
	1x A4 (Including diagrams and images) (2%)	
b.	Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel.	
	1x A4 (including diagrams and images) (2%)	
c.	Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both: (i) Suppliers company (ii) All Suppliers supply chain members involved in the production or supply of steel.	
	1x A4 (including diagrams and images) (1%)	

Project Specific Questions

Suppliers who self-certify that they meet the requirements to these project specific questions will be required to provide evidence of this if they are successful at contract award stage.

For all written response questions in this section, if the supplier's answer for the question is covered/partially covered in another question then the supplier is required to duplicate the relevant information. No answer can cross reference to details that the supplier answers in a different question. This is to enable the evaluators to score each individual on its own merits.

9.1	Compliance with Equality Legislation (Pass or Fail Question) <i>For organisations working outside of the UK, refer to equivalent legislation in the country you are located</i>	
	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or comparable body in the jurisdiction other than the UK) on the grounds of alleged unlawful discrimination?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please answer question 9.1.1

9.1.1	Compliance with Equality Legislation (Pass or Fail Question) Provide details here of any complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or comparable body in the jurisdiction other than the UK) on the grounds of alleged unlawful discrimination and give details of any remedial action or changes to procedures you have made as a result.	

9.2	Equality and Human Rights (Pass or Fail Question) Supply Chain Management	
	Do you have processes in place to ensure your supply chain meet the requirements set out in question 9.1 and 9.1.1?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details on the process (maximum) word count – 500

9.3	HSQE (Pass or Fail Question) Legislative Requirements	
	Confirm that your organisation has a health and safety policy that meets legislative requirements.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Provide details below of the policy. (Maximum word Count-500)

9.4	HSQE (Pass or Fail Question) Health & Safety Executive	
	Has your organisation or any of its Directors or Executive Officers been in breach of any HSE regulations and/or issued with an enforcement/remedial orders in relation the Health & Safety Executive (or equivalent body) in the last 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please answer question 9.4.1

LBB will exclude Supplier(s) that have been in receipt of enforcement/remedial action orders unless the Supplier(s) can demonstrate to LBB's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.

9.4.1	HSQE Health & Safety Executive (Pass or Fail Question) Provide details here of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.	
9.5	HSQE (Pass or Fail Question) Network Rail Principal Contractor Licence	
Do you hold a valid Network Rail Principal Contractor Licence in accordance with NR/L2/INI/CP0070 (or if not can you demonstrate that you will have one in place by the date of Contract award or are in a consortium with an organisation that has the necessary licence)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details below: (Licence number, Full or Temporary licence, valid to and from dates or if not, an explanation of how you will have one in place by Contract award)	
9.6	HSQE (Pass or Fail Questions) Certifications	
a.	Has your organisation, within the 2 years, successfully completed a qualification application undertaken by an assessment provider able to demonstrate that its information gathering process is equivalent to that of PAS 91?	Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	Does your organisation hold a certificate of compliance with BS OHSAS 45001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services? To that standard, e.g. accredited by UKAS.	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	Does your organisation hold ISO 14001 certification, or will they have the certification in place by August 2019?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does your organisation hold BS EN ISO 9001 certification?	Yes <input type="checkbox"/>

	No <input type="checkbox"/>
--	-----------------------------

9.7	HSQE (Pass or Fail Question) Supply Chain Management	
Do you have processes in place to ensure your supply chain meet the requirements set out in questions above (9.3,9.4,9.4.1)?		Yes <input type="checkbox"/> No <input type="checkbox"/>

9.8	Social Responsibility (Pass or Fail Question) Provide 1 project example within the last 3 years, where your organisation has demonstrated tangible and effective social responsibility values throughout project delivery. Please refer to section 4.12 of the MOI for examples of best practice. (Maximum word count – 500)	

9.9	HSQE Management – HSQE Policy (Scored Question 20% Overall Weighting) Please provide information that demonstrates you have a robust HSQE policies and procedures and provide examples how it has been implemented. The HSQE policies and procedures should align to Network Rail HSQE standards. It must set out responsibilities for HSQE management at all levels in the organisation. Please	
-----	--	--

	include references to behavioural safety and leadership specific to our requirements. (Maximum word count – 1000, Reference documents can be attached in addition)

9.10	<p>Technical Capability – GRIP 5-8 (Scored Question 25% Overall Weighting)</p> <p>Provide 1 example of GRIP 5-8 design, construction, handover and EIS (Entry into Service) experience of delivering rail multi-discipline infrastructure projects (relevant to BXW requirements) within the last 5 years. Within your answer please provide the following: Name of customer/client organisation, key interfaces and stakeholders, description of scope of works that you were responsible for delivering, contract start/end, estimated contract value, highlighting any key challenges and solutions provided.</p> <p>(Maximum word count – 2000 per example)</p>

9.11	<p>Technical Capability - GRIP Design and Subcontractors (Scored question 15% Overall weighting)</p> <p>Provide 2 examples of rail multi-discipline infrastructure projects (relevant to BXW requirements) delivered in the last 5 years demonstrating where you have successfully managed complex integrated design, incorporating any specialist sub-contractors, to deliver a fully co-ordinated GRIP 5 design.</p> <p>Provide any value engineering examples and details of progressive assurance processes that were implemented on the project as well as any best practices.</p> <p>(Maximum word count – 1000 per example)</p>
------	--

--

9.12	Technical Capability – CDM (Scored Question 6% overall weighting) Construction Design Management and Delivery – Provide 1 project example (relevant to BXW requirements) delivered in the last 5 years demonstrating specific capability in designing, delivering and managing works within CDM arrangements. Within your summary please provide details of your specific CDM role and key challenging interfaces that had to be managed, including any examples of best practices. (Maximum word count – 1000 total)

9.13	Technical Capability – Possessions (Scored Question 8% overall weighting) Capability of Delivery in Network Rail possessions - Provide 2 examples of station / civils infrastructure projects (relevant to the BXW requirements) delivered in the last 5 years, demonstrating specific capability in delivering and managing works within complex Network Rail possessions and/or blockades. (Maximum word count – 500 per example)

9.14	Technical Capability – Operational Rail Environment (Scored Question 6% overall weighting) Capability of Delivery within an operational rail environment – Provide 1 example of where you have planned and delivered works in line with the ALO procedure in the last 5 years. Provide details of how you managed the risks associated with working in an ALO working environment.
------	--

	(Maximum word count – 500 per example)

9.15	<p>Technical Capability – Collaboration with 3rd parties (Scored Question 5% overall weighting)</p> <p>Provide 1 example in the last 5 years of managing and delivering works on Network Rail infrastructure but working for and/or in collaboration with 3rd party organisations such as developers or local authorities. Demonstrating your multiple stakeholder management capability</p> <p>(Maximum word count – 500 per example)</p>

9.16	<p>Technical Capability – CSM (Scored Question 5% overall weighting)</p> <p>Provide 1 example where you successfully managed the CSM regulations to the satisfaction of the Notifiable Body.</p> <p>(Maximum word count – 500)</p>

9.17	<p>Technical Capability - NEC 3 Option C (Scored Question 5% overall weighting)</p> <p>Provide an examples of rail multi-discipline infrastructure project delivered in the last 5 years under the NEC 3, Option C contract. In your answers include details of the outcome (If you cannot provide an example, please indicate accordingly. You may provide another relevant example only if it demonstrates engagement under very similar contractual terms)</p> <p>(Maximum word count – 500)</p>

Declaration and Signature

10	I declare that to the best of my knowledge the answers submitted in this SQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the LBB's requirement and I am signing on behalf of my organisation. I understand that the LBB may reject this SQ if there is a failure to answers all relevant questions fully or if I provide false/misleading information	
	Form Completed By	
10.1	Name:	
10.2	Date:	
10.3	Signature:	

