

Cambridgeshire County Council

Waste Management PFI Project

Pre-Qualification Questionnaire

Instructions for Completion

February 2005

This Pre-qualification Questionnaire (PQQ) will be used by the Authority to evaluate the economic and financial standing and technical capacity and ability of organisations expressing interest in the Authority's Waste PFI Project. It should be read in conjunction with the accompanying Information Pack, which provides more information about the Authority, the Waste PFI project and the procurement process.

The resources, range and depth of skills needed to provide the required services to the Authority are such that organisations may wish to collaborate to form a consortium, with a Special Purpose Vehicle (SPV) ultimately contracting with the Authority. This does not preclude a single organisation offering all the services.

Where consortia are envisaged, the Authority does not require legal entities to be formed at this stage (although in the event of the Preferred Bidder being a consortium, this will be required prior to contract award). However, for the purposes of evaluation, the Authority needs information about each member of proposed consortia; each consortium member should therefore complete the relevant sections of the PQQ as appropriate.

The term 'Relevant Organisation' is used in this PQQ to refer to the individual organisations comprising an entity expressing interest in the project (whether a single organisation, a Lead Bidder or a member of a consortium).

An entity expressing interest in the project (whether a single organisation or a consortium) is referred to as a 'Bidder'.

Consortium Bidders must identify one Relevant Organisation in the consortium as the 'Lead Bidder'.

The PQQ is divided into two parts. Each part contains several sections as follows:

Part	Section	Contents
1	A General Information	Requires details of the Bidder, how it is organised and, where appropriate, what the relationship is between the Relevant Organisations
	B Experience of Working on Similar Projects	Requires details of Relevant Organisations' experience of working on similar projects
2	C Company and Contact Information	Requires company and contact information for each Relevant Organisation, including information regarding court actions and/or industrial tribunals, and confirmation regarding eligibility to tender under the procurement Regulations

D Financial and Economic Information	Requires financial and economic information for each Relevant Organisation
E Technical Capacity and Ability	Requires information to assist the Authority to determine whether the Relevant Organisation meets the Authority's minimum standards of ability and technical capacity

Part 1 should be completed as follows:

- In a consortium, by the **Lead Bidder**; or
- Where the entity expressing interest is a single organisation, by the **Bidder**.

Part 2 should be completed as follows:

- In a consortium, by **all Relevant Organisations** making up the proposed consortium, including the Lead Bidder; or
- Where the entity expressing interest is a single organisation, by the **Bidder**.

Thus:

- Where a single organisation comprises the entity expressing interest in the project, Parts 1 and 2 of the PQQ should be completed by that organisation.
- Where more than one organisation makes up the entity expressing interest in the project, Part 1 should be completed by the Lead Bidder; Part 2 should be completed by the Lead Bidder and all other Relevant Organisations forming part of the consortium.

Bidder Reference Site and Bankers' Status Enquiry Authority forms should also be completed by the Lead Bidder and all other Relevant Organisations as appropriate.

Instructions for completing the PQQ

Relevant Organisations should complete the appropriate parts of the PQQ in English, using the Microsoft Word Forms documents provided. Once completed, these should be printed and returned to the Authority in accordance with the guidance set out in Section 8 of the Information Pack. Supporting documentation, appropriately cross-referenced, may also be submitted in support of the answers in the PQQ.

Bidders should note that if any of the information supplied in the PQQ changes in the ensuing evaluation period, the Authority should be advised accordingly. Bidders should also ensure that their PQQ responses are complete when they are submitted.

Bids may be rejected if requested documentation is not included with Bidders' PQQs.

The closing date for the return of completed PQQs is **29 April 2005**.

References will be taken up. Bidders are particularly asked to advise their bankers that the Authority will require a banker's reference as part of the PQQ evaluation process so that this reference may be obtained without undue delay.

Evaluation of PQQs

The Authority will evaluate PQQ responses using a two-stage process as follows.

1. Stage 1: Compliance Check and Preliminary Evaluation

At this stage the Authority will be looking for evidence that:

- Bidders have supplied all the required information
- There is no reason for excluding bids on eligibility grounds in accordance with Regulation 14 of the Public Services Contracts Regulations 1993.

Expressions of Interest must pass each of these tests to proceed to the next stage.

2. Stage 2: Assessment of Technical Capacity and Ability and Economic and Financial Standing

For all Expressions of Interest passing Stage 1 the Authority will evaluate the Technical Capacity and Ability and Economic and Financial Standing of the Bidder.

The Authority will be looking for evidence of:

- Bidders' technical capacity and ability to deliver the contract as evidenced by their responses to sections B and E of the PQQ; and
- Bidders' solvency, financial strength and fund raising capability as evidenced by their responses to section D of the PQQ.

To pass Stage 2 bidders should achieve the following minimum standards:

- at least 50% of the marks available for Technical Capacity and Ability; and
- at least 50% of the marks available for Economic and Financial Standing

Bidders meeting these pass thresholds at this stage will be considered to have met the Authority's pre-qualification criteria for the Waste Management PFI project.

In the event that a bidder marginally fails to meet the minimum standards in one of these categories (ie Technical Capacity or Economic and Financial Standing) the Authority reserves the right to determine that a bidder has passed Stage 2 if the Authority is satisfied that the bidder's score in the other category means it could realistically undertake the project.

The Authority will evaluate Outline Proposals submitted by Bidders passing Stage 2 in accordance with the ISOP evaluation criteria set out in the Information Pack and ISOP documentation.

A checklist of the required documents to return with the completed PQQ is included below.

Required Documents Checklist

Item
Completed Pre-Qualification Questionnaire (PQQ) <ul style="list-style-type: none">• Part 1 – Lead Bidder• Part 2 – All Relevant Organisations• Bidder Reference Site form – All Relevant Organisations• Bankers Status Enquiry Authority form – All Relevant Organisations
Completed PQQ Certification <ul style="list-style-type: none">• Part 1 – Lead Bidder• Part 2 – All Relevant Organisations
3 years audited financial accounts – All Relevant Organisations
CV's for key personnel – All Relevant Organisations
Other referenced supporting documents and enclosures