

---

## **Standard Selection Questionnaire Instructions**

---

# **LONDON DEVELOPMENT PANEL 2**

**GLA Ref:** GLA 80779

**Version:** FINAL

**Date:** 25 July 2017

Copyright on the whole and every part of this document is owned by Greater London Authority. No reproduction of the whole or any part of this document is to be made without the authority of Greater London Authority. This document is confidential to Greater London Authority. No part of this document or information contained in this document may be disclosed to any party without the prior consent of Greater London Authority.

## Table of Contents

Executive Summary .....	3
Definitions .....	4
Introduction .....	7
Timetable .....	8
Structure of Applicants .....	9
Application Instructions .....	13
SQ Evaluation .....	16
Notice to Applicants .....	20
Appendix A - Part 1 Applicant Information .....	24
Appendix B - Part 2 Exclusion Grounds .....	30
Appendix C - Part 3 Supplier Selection Questions – Part 3 (a) Additional Questions .....	34
Appendix D - Part 3 Supplier Selection Questions – Part 3 (b) Economic and Financial Standing Questions .....	45
Appendix E – Part 3 Supplier Selection Questions – Part 3 (c) Technical Questions.....	51
Appendix F – Part 3 Declaration .....	60
Appendix G – Conflict of Interest Declaration .....	61
Appendix H – Non-Collusion Declaration .....	63
Appendix I – Consortium Acknowledgement Form .....	64
Appendix J    SQ Response Template 1 – Part 1 and 2	
Appendix K    SQ Response Template 2 – Part 3 (a) Additional Questions	
Appendix L    SQ Response Template 3 – Part 3 (b) Economic and Financial Standing Questions and	
Appendix M    SQ Response Template 4 – Part 3 (c) Technical Questions	
Appendix N    SQ Response Template 5 – Part 3 Declaration	
Appendix O    SQ Response Template 6 - Conflict of Interest Declaration	
Appendix P    SQ Response Template 7 – Non-Collusion Declaration	
Appendix Q    SQ Response Template 8 – Consortium Acknowledgement Form	

## **Executive Summary**

This document is issued by the Greater London Authority and comprises instructions to Applicants, who are interested in becoming Panel Members of the London Development Panel 2 (LDP2).

The procurement of LDP2 is a two stage process and the completion of the Standard Selection Questionnaire (SQ) is the first stage. The SQ forms part of a competitive procurement for the award of a Framework Agreement for LDP2 which will be conducted in accordance with the Restricted Procedure, under Directive 2014/24/EU on the award of public sector contracts, as implemented in the UK by the Public Contracts Regulations 2015.

Applications are welcome from anyone with relevant experience in delivering residential led development. Applications will be assessed on the basis set out in this document and the top 50 scoring Applicants in the SQ will be invited to the second stage of the procurement process – the Invitation to Tender (ITT).

LDP2 will be a framework of development partners, with expertise in delivering residential-led development in Greater London. This includes all activities necessary to plan and construct the development as well as the associated infrastructure.

For further background information on LDP2 and the proposed usage by the GLA Group and other public land owners in London, please refer to the MOI document which can be found on the Transport for London e-tendering Portal (<https://procontract.due-north.com>).

## Definitions

<b>Affiliate</b>	means in relation to a Panel Member or a Consortium Member, a subsidiary undertaking of that entity or parent undertaking of that entity or other subsidiary undertaking of that parent undertaking (“subsidiary undertaking” and “parent undertaking” bearing the same meanings as they bear in Section 1162 of the Companies Act 2006” – as per the FA.
<b>Applicant</b>	means a single entity or Consortium and/or a Consortium Member that has submitted or intends to submit an Application
<b>Application</b>	means a response to the Standard Selection Questions, using the SQ Response Templates in accordance with the instructions set out in this SQ, representing an Applicant’s formal expression of interest in being appointed as a Panel Member of LDP2
<b>Consortium or Consortia</b>	means two or more entities acting jointly for the purposes of submitting an Application, whether structured, or to be structured, as an incorporated or unincorporated joint venture.
<b>Consortium Member</b>	means each entity which is a member of a Consortium
<b>Conflict of Interest Declaration</b>	means the SQ Response Template 6 (Conflict of Interest Declaration)
<b>Call-off Contracts</b>	means any of the agreements listed in Schedule 2 of the Framework Agreement which may be entered into between the GLA (or Other Bodies) and a successful Lead Party or an Affiliate or Consortium Member (where appropriate), as set out in the Framework Agreement
<b>Consortium Acknowledgement Form</b>	means SQ Response Template 8 (Consortium Acknowledgement Form)
<b>Declarations</b>	means: <ul style="list-style-type: none"> <li>(a) The declarations embedded in the SQ Response Template 1; and</li> <li>(b) SQ Response Template 5; and</li> <li>(c) SQ Response Template 6 (the Conflict of Interest Declaration); and</li> <li>(d) SQ Response Template 7 (the Non Collusion Declaration)</li> </ul>
<b>Framework Agreement</b>	means each of the agreements to be entered into by the GLA and the successful Applicants (Panel Members) in relation to LDP2, a template form of which is available on the Portal.

<b>GLA</b>	means the Greater London Authority as established in 1999
<b>ITT</b>	means the Invitation to Tender document outlining requirements against which a comprehensive bid must be placed. This document can be found on the Portal. Only Applicants successful at SQ stage will be invited to respond to the ITT.
<b>Lead Party</b>	means: (a) where an Applicant is submitting an Application as a single entity, that single entity, or; (b) where an Applicant is submitting an Application as a Consortium, the Consortium Member identified in the Consortium Acknowledgment Form as the Lead Party
<b>London Development Panel (LDP2)</b>	means the framework of Panel Members who will be offered opportunities from the GLA and/or Other Bodies to deliver residential-led development in Greater London.
<b>Other Bodies</b>	means any organisation or organisations listed or referred to in Schedule 5 of the Framework Agreement.
<b>Memorandum of Information (MOI)</b>	means the memorandum of information document issued by the GLA relating to the LDP2 procurement and made available on the Portal.
<b>Mini-Competition</b>	means the call-off tendering procedure for individual opportunities under the LDP2 as outlined in Schedule 3 of the Framework Agreement.
<b>Non Collusion Declaration</b>	means the SQ Response Template 7 (Non Collusion Declaration)
<b>Panel Members</b>	means the successful Applicants awarded a place on LDP2 and who have entered into a Framework Agreement
<b>Party or Parties</b>	means Consortium Members, Parent Companies and/or Significant Entities
<b>Parent Company</b>	means a parent company (as defined Section 1162 of the Companies Act 2006) of an Applicant or other entity proposed as guarantor to such Applicant
<b>Portal</b>	means TfL's e-tendering portal ( <a href="https://procontract.due-north.com">https://procontract.due-north.com</a> ), which allows documents and questions/answers to be exchanged via an electronic portal
<b>Regulations</b>	means the Public Contracts Regulations 2015

<b>Significant Entity</b>	means any or all of the entities that a Lead Party will rely upon (other than a Parent Company or other Consortium Members) to make an Application such as affiliates, associates, or significant sub-contractors, if they are relied upon to meet the selection criteria set in the Standard Selection Questions
<b>Standard Selection Questions</b>	means the questions set out in the SQ Response Templates 1 - 8
<b>Standard Selection Questionnaire Instruction Document (SQ)</b>	means this instruction document and its Appendices
<b>SQ Response Templates</b>	<p>means each of the following response templates (each of which are available on the Portal for completion as part of an Application) and as set out for information in the appendices:</p> <ol style="list-style-type: none"> <li>1. SQ Response Template 1 – Part 1 and Part 2 (a copy of which is set out at Appendix A and Appendix B respectively);</li> <li>2. SQ Response Template 2 – Part 3 (a) Additional Questions (a copy of which is set out in Appendix C);</li> <li>3. SQ Response Template 3 - Part 3 (b) Economic and Financial Standing Questions (a copy of which is set out at Appendix D);</li> <li>4. SQ Response Template 4 - Part 3 (c) Technical Questions (a copy of which is set out at Appendix E);</li> <li>5. SQ Response Template 5 – Part 3 Declaration (a copy of which is set out at Appendix F);</li> <li>6. SQ Response Template 6 - Conflict of Interest Declaration (a copy of which is set out at Appendix G);</li> <li>7. SQ Response Template 7 – Non-Collusion Declaration (a copy of which is set out at Appendix H);</li> <li>8. SQ Response Template 8 – Consortium Acknowledgement Form (a copy of which is set out at Appendix I)</li> </ol>
<b>TfL</b>	means the procurement function within Transport for London - a statutory corporation whose principal place of business is at Windsor House, 50 Victoria Street, London SW1H 0TL

## 1. Introduction

- 1.1 The procurement of LDP2 will follow a two stage Restricted Procedure in line with the Public Contracts Regulations 2015. The first stage is an Application in response to the Standard Selection Questions as outlined in this SQ. Successful Applicants will then be invited to tender (ITT). This SQ sets out the information that the GLA requires in order to assess Applicants' suitability for selection for ITT.
- 1.2 A copy of the Standard Selection Questions are contained in Appendices A to E. The questions are split into three parts as follows and are followed by Declarations in Appendices F – I:
- Part 1: Application Information
  - Part 2: Exclusion Grounds
  - Part 3:
    - a) Additional Questions
    - b) Economic and Financial Standing Questions
    - c) Technical Questions
  - Part 3 Declaration
  - Conflict of Interest Declaration
  - Non-Collusion Declaration
  - Consortium Acknowledgement Form
- 1.3 The GLA will produce a shortlist of Applicants to receive an ITT following evaluation of the Application responses received. The shortlist will be up to a maximum of the top **50** scoring Applicants in the SQ who also meet the relevant scoring threshold described in section 5 below.
- 1.4 Before completing the SQ Response Templates, Applicants should read this SQ and its Appendices, the MOI and all other documentation provided on the Portal.

## 2. Timetable

- 2.1 The timetable for the procurement of LDP2 is shown in Table 1 below. The GLA reserves the right to change the timetable or any element of it at its discretion at any point during the procurement process.

**Table 1 – Procurement Timetable**

<b>Project Activity</b>	<b>Date</b>
SQ Issued	7 July 2017
SQ Clarification Deadline	1 August 2017
SQ Application Deadline	11 August 2017
SQ Outcome Issued	October 2017
ITT Issued	October 2017
ITT Response Deadline	January 2018
ITT Outcome Issued	March 2018
Framework Agreement Finalised and Signed (after the Standstill Period expired)	April 2018



### **3. Structure of Applicants**

- 3.1 Applications are anticipated to be made on one of the following basis:
- 3.1.1 Single entities: Where the Applicant is a single entity and is therefore the Lead Party applying to become a Panel Member with or without reliance on a Parent Company; or
  - 3.1.2 Consortia: Where the Applicant is a group of two or more entities apply jointly to become a Panel Member. One Consortium Member must take the role of Lead Party, applying to become the Panel Member on behalf of a Consortium, with or without reliance on a Parent Company.

#### **Parent Company**

- 3.2 Applicants (both single entities and Consortia) will be required to provide sufficient security to guarantee the performance and delivery of their obligations contained within any Call Off Contracts they are awarded. Where an Applicant cannot provide security in its own right, the likely preferred form of guarantee will be a Parent Company guarantee. Applicants who will rely on a Parent Company to guarantee any Call-Off Contracts should identify the Parent Company as part of their Application and submit the requisite Parent Company information required (see Table 2 below).

#### **Significant Entities**

- 3.3 Applicants may draw upon and rely upon the skills, expertise and capacity of other entities such as affiliates, associate, or significant sub-contractors to meet the criteria set out in the Standard Selection Questions without naming them as Consortium Members. Lead Parties should identify any such “Significant Entities” as part of their Application and submit the requisite information required (see Table 2 below).

#### **Submission Requirements**

- 3.4 Responses are required to the Standard Selection Questions and should be accompanied by the Declarations. Responses are to be provided using the 8 SQ Response Templates which can be found on the Portal. The structure of the Applicant as set out in 3.1.1 and 3.1.2 above determines which response templates need to be completed and by whom. Instructions are set out below and in Table 2.

### **Instructions for Single Entities**

- 3.5 Where the Applicant is a Single Entity it must complete SQ Response Templates 1 – 7. Where the Applicant relies on a Parent Company, the Parent Company must also complete a copy of the SQ Response Templates as indicated in Table 2. Similarly, where a “Significant Entity” is relied upon to meet the selection criteria, it too must complete the SQ Response Templates noted in Table 2. The Applicant is responsible for collecting and submitting the requisite templates and declarations on behalf of any Parent Companies and Significant Entities.

### **Instructions for Consortia**

- 3.6 Where the Applicant is a Consortium, the Lead Party must complete a copy of SQ Response Templates 1 – 8, providing the requisite information in relation to itself. However, Part 3c in SQ Response Template 4 (“Technical Questions”) should be a combined response from all Consortium Members, demonstrating the experience of the Consortium as a whole.
- 3.7 As part of a Consortium Application, the Lead Party must submit a structure diagram in response to SQ Response Template 1, section 1.2(a) (iii) identifying the roles and relationships between the Consortium Members including all relevant companies and their respective ultimate parent companies. The structure should ensure that, as a minimum, the legal obligations and liabilities of the Applicant are ultimately borne by an entity or entities which satisfy the economic and financial standing questions set out in SQ Response Template 3.
- 3.8 Other (non-Lead Party) Consortium Members must also complete the relevant SQ Response Templates as indicated in Table 2 below.
- 3.9 Where the Consortium relies on a Parent Company, the Parent Company must also complete a copy of the SQ Response Templates indicated in Table 2. Similarly, where a “Significant Entity” is relied upon to meet the selection criteria, it too must complete the SQ Response Templates noted in Table 2.
- 3.10 In a Consortium Application, the Lead Party is responsible for collecting and submitting the requisite SQ Response Templates and Declarations on behalf of all Consortium Members, Parent Companies and Significant Entities.

### **Independent Assessment of Consortium Members**

- 3.11 It is anticipated that a non-Lead Party Consortium Member may be able to bid independently of its Consortium at a Mini-Competition stage in some limited circumstances (please see the MOI section 5.6 and Schedule 3 of the Framework Agreement).
- 3.12 For a Consortium Member to be able to bid independently at Mini-Competition stage it must, as a first step, provide its own completed SQ Response Templates 3 and 4 drawing on its own expertise (this is in addition to completing Response Templates 1, 2, 5, 6, 7 and 8 – see Table 2 below). The completed templates are to be submitted by the Lead Party for its Consortium.
- 3.13 The GLA will assess any such responses and where the required scoring threshold is met (see section 5.8 below), will allow the Consortium Member to

‘qualify’ to bid for future Mini-Competitions that draw materially on that Consortium Member’s expertise but not necessarily those of their other Consortium Members.

- 3.14 Only where a wider Consortium Application is one of the top 50 highest scoring Applicants, will the relevant non-Lead Party’s independent Application be taken forward. Applications made by a Consortium Member whose Consortium is not one of the top 50 highest scoring Applicants, will not be taken forward.
- 3.15 Where a non-Lead Party Consortium Member’s Application qualifies and the relevant Consortium Application is one of the top 50 scoring Applications, only the Consortium Application will count towards the 50 Applicants to be invited to submit an ITT.
- 3.16 When LDP2 is in place, a Consortium Member will not be able to bid against members within its own Consortium in the same Mini-Competition. Furthermore, The Lead Party of the Consortium would be required to submit bids on behalf of the relevant qualifying Consortium Member.
- 3.17 It is anticipated that the ITT response for Consortium Members will be made on a collaborative basis and that each member of the Consortium will be assessed at ITT on the basis of one ITT submission.

#### **Multiple Applications**

- 3.18 The GLA will not accept multiple Applications from the same entity / economic operator or from multiple entities / economic operators within the same corporate group or otherwise under common ownership (whether as a single Applicant or as a Consortium Member).
- 3.19 Entities / economic operators intending to respond to this SQ are advised that they may:
  - 3.19.1 Only belong to one Applicant and submit one Application as that Applicant. If an entity / economic operator intends to submit an Application, then it must decide if this is to be submitted as a single Applicant, or as part of a Consortium; and
  - 3.19.2 Not offer their services as a sub-contractor to another Applicant.

**Table 2: SQ Response Requirement**

	Template 1	Template 2	Template 3	Template 4	Template 5	Template 6	Template 7	Template 8
	Part 1 and 2 (Applicant Information and Exclusion Grounds) and declaration	Part 3a) Additional Questions	Part 3b) Economic and Financial Standing	Part 3c) Technical Questions	Part 3 declaration	Conflict of Interest Declaration	Non-Collusion Declaration	Consortium Acknowledgement Form
Lead Party making an Application as a single entity	✓	✓	✓	✓	✓	✓	✓	
Parent Company being relied upon by a Lead Party making an Application as a Single Entity or as a Consortium	✓	✓	✓		✓	✓	✓	
Lead Party Making an Application on behalf of a Consortium	✓	✓	✓	✓ (a combined response from the Consortium)	✓	✓	✓	✓
Non-Lead Party Consortium Member who <b>may</b> wish to bid independently at Call off Stage	✓	✓	✓	✓	✓	✓	✓	✓
Non-Lead Party Consortium Member who <b>does not</b> wish to be assessed to bid independently at Call Off stage	✓	✓			✓	✓	✓	✓
Any Significant Entity (If relied upon to meet selection criteria either as part of a Single Entity Application or Consortium Application)	✓	✓			✓	✓	✓	

## 4. Application Instructions

- 4.1 The GLA will be using the Portal to manage this procurement and all communications will be made through the Portal. Please note that attempting to use any communications route (e.g. trying to contact officers or the GLA representatives by one-to-one meetings, telephone calls, personal emails etc.) may lead to an Application being rejected and the Applicant disqualified from participating further in this process.
- 4.2 Applications must be compliant with all instructions contained within this document. If an Applicant fails to complete and submit all the required information, the Applicant may be excluded from further participation.
- 4.3 Applicants are solely responsible for any costs which they incur as a result of their participation in this procurement.

### Clarification Questions

- 4.4 Applicants may seek clarification on any of the documentation provided on the Portal. Applicants must submit any clarification questions relating to this SQ via the clarifications facility on the Portal no later than the SQ clarification deadline set out in Table 1 (Procurement Timetable) in section 2 above.
- 4.5 The clarification process will be conducted on the basis of the equal, transparent and non-discriminatory treatment of Applicants.
- 4.6 The GLA will endeavour to respond to questions raised using the Portal clarifications facility, within five (5) working days.
- 4.7 Applicants should consider whether clarification questions are of a general or confidential/bid-specific nature and should ensure that all clarification questions to GLA are marked as being either one of these.
- 4.8 Applicants should be aware that if , in GLA's view, clarification questions are:
  - 4.8.1 of a general nature, GLA will provide copies of questions, together with answers, to all Applicants; or
  - 4.8.2 of a specific/confidential nature, GLA will provide copies of questions, together with answers, only to the Applicant seeking clarification; or
  - 4.8.3 of a general nature, but the Applicant seeking clarification has marked them as specific/confidential, GLA will contact the Applicant to check whether the Applicant wishes to withdraw its questions prior to answers being provided. In the event of the questions not being withdrawn GLA will provide copies of the questions in a suitably anonymous form, together with answers, to all Applicants.
- 4.9 Clarification questions regarding this SQ received after the SQ clarification deadline set out in Table 1 (Procurement Timetable) at section 2 (**12:00 GMT on 01/08/2017**) will not be answered. However, the Portal will remain open for general communications until the closing date.

### Format and Content

- 4.10 Applicants should not assume that the GLA has any prior knowledge of their capabilities when submitting their Application. Only the information contained in the Application will be evaluated.
- 4.11 Applicants should complete the appropriate SQ Response Templates (by reference to Table 2 above) which are provided on the Portal answering all relevant questions and providing all the information required. Documents and any additional information which has been requested should be submitted as separate documents and should be clearly labelled.
- 4.12 Uploaded documents must be in one or more of the following file formats as appropriate to the information requested:
  - 4.12.1 Microsoft Word (doc or docx)
  - 4.12.2 Microsoft Excel (xls orxlsx)
  - 4.12.3 Adobe Portable Document Format (pdf)
- 4.13 Documents which require a signature must be signed by hand and uploaded as a pdf file on the Portal.
- 4.14 Where an Applicant uploads multiple files, the file name of each file should reflect its contents (e.g. declaration.pdf, accounts.xlsx, SectionA.doc etc.)
- 4.15 Applicants are advised not to provide any information additional to that specifically requested in the SQ Response Templates including but not limited to CVs, marketing or promotional materials, as they will not be used in the evaluation of your Application.
- 4.16 Applications should be concise, contain only relevant information and be structured to reflect the questions set in the SQ Response Templates.
- 4.17 All questions must be answered in English and any required supporting documentation which comprises part of the Application must be written in English.
- 4.18 All monetary values shown in your Application must be in GBP Sterling.
- 4.19 Applicants may be asked to clarify their answers.
- 4.20 The Application must comply with the maximum word counts and/or page limits, identified in the relevant parts of the SQ Response Template using a font size no smaller than 'Arial 11pt'.
- 4.21 Responses that are longer than the requested length may, at the discretion of GLA, be ignored or have only the first part of the answer (up to the limit shown in the SQ Response Template) evaluated.

### Uploading Applications

- 4.22 Applications must be uploaded onto the Portal on or before the SQ application deadline set out in Table 1 (Procurement Timetable) at section 2 above **(12:00 GMT on 11/08/2017)**.

- 4.23 Please refer to the guidance in the following link: <https://supplierhelp.due-north.com/> for help and advice on submitting your Application. If Applicants encounter any problems please first refer to this link in the first instance. If the problem persists please contact the Due North website help desk in good time to find a solution. Applicants are strongly recommended not to leave uploading of data to the last day. Neither the GLA nor TfL's Portal provider will be responsible for any failure to upload data due to insufficient time being allowed by Applicants.
- 4.24 If Applicants encounter a problem with using the Portal that will prevent the submission of an Application before the application deadline set out in Table 1 (Procurement Timetable), Applicants must log the problem with the Portal helpdesk at <https://supplierhelp.due-north.com> taking note of the time and contact details at the helpdesk. Applicants must then contact the TfL commercial lead, Ben MacBean (Commercial Manager) at [BenMacBean@tfl.gov.uk](mailto:BenMacBean@tfl.gov.uk).
- 4.25 The GLA shall not be held responsible for the non-receipt of the Application. The GLA reserves the right to reject any Application if it:
- 4.25.1 is not submitted by the Application deadline set out in the Procurement Timetable at section 1.1 of this SQ; or
  - 4.25.2 is completed incorrectly; or
  - 4.25.3 fails to meet the submission requirements; or
  - 4.25.4 is deemed non-compliant by GLA for any other reason; or
  - 4.25.5 contains deliberately misleading, false or fraudulent information.

## 5. SQ Evaluation

- 5.1 The evaluation of the Applications will be conducted in a fair, equal and transparent manner in accordance with the Regulations.
- 5.2 Applicants should take time to review the information in this document to ensure that they fully understand what is required and the principles of how the responses are going to be assessed.
- 5.3 Failure to provide the required information or supply a satisfactory response to any question within the specified timescale may result in an Applicant not being invited to participate further.
- 5.4 GLA reserves the right to tender and /or award the Framework Agreement in part, in whole or not at all.

### Evaluation Process

- 5.5 The GLA intends to shortlist up to **50** of the highest scoring Applicants for the next stage of the procurement (ITT) who have also met the relevant scoring thresholds as outlined below.
- 5.6 Unless indicated otherwise in the relevant part of the SQ Response Template, the following types of criteria shall be used:
  - 5.6.1 *Pass/Fail* - Used to exclude Applicants who do not meet the set requirement; excludes Applicants who fall under the grounds of exclusion;
  - 5.6.2 *Discretionary Pass/Fail* - Used for critical criteria where the default 'unsatisfactory' position is Fail, but where the Applicant has provided hard evidence which completely mitigates any dissatisfaction. GLA may at its discretion permit a Pass. It gives the GLA the right to exclude Applicants who do not meet the set requirement and could not propose any satisfactory measures to mitigate identified concerns;
  - 5.6.3 *Scored with a minimum threshold to Pass* - used where a minimum score must be achieved for a response to be considered acceptable;
  - 5.6.4 *Score with weighting* - Used to indicate the relative importance of a category against others, and also to differentiate bids;
  - 5.6.5 *For information only* - Used to gather important data which may be used to fully understand what is being offered or information about the Applicant.
- 5.7 Further information on the selection and scoring process is given in the SQ Response Templates.
- 5.8 **To proceed to the ITT stage an Applicant will be required to:**
  - 5.8.1 **pass all of the pass/fail and discretionary pass/fail questions Parts 1 and 2 of the SQ; and**



- 5.8.2 **pass all of the pass/fail and discretionary pass/fail questions of Part 3 of the SQ; and**
  - 5.8.3 **achieve a minimum overall weighted score of 36% for all scored questions; and**
  - 5.8.4 **achieve a total score from all scored questions which is ranked in the top 50 scores of all Applicants.**
- 5.9 An Application will be rejected, if an Applicant:
- 5.9.1 achieves a 'fail' score for any pass/fail question or discretionary pass/fail question; and/or
  - 5.9.2 fails to achieve a minimum overall weighted score of 36% for all scored questions; and/or
  - 5.9.3 fails to provide the declarations as required.
- 5.10 Once the evaluation of the Application is complete, Applicants will be notified of the outcome in writing.
- 5.11 Applicants should refer to the ITT package of documents found on the Portal and use them to determine whether they wish to proceed in the tender process. GLA reserves the right to review these documents and to make changes, which would be communicated to Applicants.
- 5.12 The evaluation of Applications will be undertaken in accordance with the criteria stated in Table 3 below (Evaluation Criteria) and in accordance with the scoring methodology set out in the relevant SQ Response Template.

**Table 3: Evaluation Criteria**

EVALUATION CRITERIA	CRITERIA SCORING	THRESHOLD
<b>Part 1 Potential Supplier Information</b>		
1.1 Applicant Information	Information Only	N/A
1.2 Bidding Model	Information Only	N/A
1.3 Contact details and declaration	Information Only	N/A
<b>Part 2 Exclusion Grounds</b>		
2.1, 2.2 and 2.3 Grounds for mandatory exclusion	Pass/Fail	N/A
3.1 and 3.2 Grounds for discretionary exclusion	Discretionary Pass/Fail	N/A
<b>Part 3 Supplier Selection Questions</b>		

<b>Part 3 (a) Additional Questions</b>		
4.1 Insurance	Pass/Fail	N/A
4.2 Equality and Diversity	Discretionary Pass/Fail	N/A
4.3 Health and Safety		
a, b, c, d, e	Discretionary Pass/Fail	N/A
4.4 Modern Slavery	Pass/Fail	N/A
4.5 Convictions	Discretionary Pass/Fail	N/A
4.6 Environmental Policy	Discretionary Pass/Fail	N/A
<b>Part 3 (b) Economic and Financial Standing</b>		
5. Financial Information	Discretionary Pass/Fail	N/A
<b>Part 3 (c) Technical Questions</b>	<b>Scored (weightings)</b>	
6 (a) Apprenticeships and Skills Training	5%	N/A
6 (b) Supply Chain Management	5%	N/A
6 (c) Continuous Improvement	10%	N/A
6 (d) Strategic Approach to Development	25%	N/A
6 (e) Technical Experience in Development	(30%)	N/A
i) Land acquisition	10%	N/A
ii) Planning	10%	N/A
iii) Masterplanning & Design	10%	N/A
6 (f) Managing Partnerships	25%	N/A
<b>TOTAL</b>	100%	Average of 36%

5.13 Applications be evaluated in the following order:

- 5.13.1 The information in the Application will be checked for completeness and compliance and the responses to Part 1, Part 2, Part 3(a) and Part 3(b) will be evaluated as indicated in Table 3
- 5.13.2 If an Applicant's Application is non-compliant because they fail to pass all of the questions in Part 1, Part 2, Part 3(a) and Part 3(b), responses to all other questions will not be evaluated and therefore feedback will only be provided in relation to Part 1, Part 2, Part 3(a) and Part 3(b)

- 5.13.3 If an Application is compliant and passes all questions in Part 1, Part 2, Part 3(a) and Part 3(b), responses to all other questions will then be evaluated and scored as indicated in Table 3.

## 6. Notice to Applicants

### Confidentiality

- 6.1 This SQ and all accompanying documentation whether issued concurrently or subsequently (together the “Information”) contains confidential information which is issued solely for the purpose of supporting Applicants in assessing and expressing your interest in this procurement.
- 6.2 Applicants shall not undertake (or permit to be undertaken) at this stage or any subsequent stage in the procurement process, any publicity activity with any section of the media in relation to the LDP2 other than with the prior written agreement of GLA. 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 (including social media) and email accessible by the public at large and the representatives of such media.

### Freedom of Information

- 6.3 Applicants must comply with GLA’s obligations under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Act 2004 (EOI). More information can be found on these obligations at: <https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>. Applicants should be aware that their Application may be required to be disclosed under the FOIA or EOI.

### Responsible Procurement

- 6.4 The GLA Group has defined “Responsible Procurement” as the purchase of goods, works and services in a socially and environmentally responsible way that delivers value for money and benefits to the GLA and to London.
- 6.5 GLA encourages its suppliers, and those companies interested in tendering for its contracts to undertake their activities in line with the principles contained in its Responsible Procurement Policy. This new Policy will be published shortly and provided on the Portal.
- 6.6 GLA (via TfL) will proactively conduct this procurement process in line with the GLA Group’s Responsible Procurement Policy. Following its obligations to derive social, economic and environmental benefits for London and Londoners, and in compliance with EU and UK legislation, GLA is committed to applying these principles in its procurement of goods, works and services, where the required criteria for performance and cost effectiveness can be met. GLA will actively promote Responsible Procurement throughout its supply chain.
- 6.7 GLA expects its suppliers to have in place and implement policies to promote these principles.

### Disclaimer

- 6.8 The Information in this SQ and all accompanying documentation is offered in good faith and to provide guidance to Applicants as regards their Application only. No warranty or representation (express or implied) is given as to the accuracy or completeness of the Information, and GLA and/or its advisers shall not be liable for any loss or damage arising as a result of any error, misstatement or omission.
- 6.9 GLA shall not have any liability (directly or indirectly) to any Applicant as a result of the use by them or any other person of the Information provided.
- 6.10 None of the Information in this SQ and all accompanying documentation or in any communication between GLA in connection with the SQ can constitute a Framework Agreement, part of a Framework Agreement or representation that any Framework Agreement shall be offered at any time. GLA are not bound to award a Framework Agreement for this proposed requirement. Only the express terms of any written Framework Agreement with any selected Panel Member, as and when it is completed, shall have any contractual effect in connection with the matter to which the Information relates.
- 6.11 Applicants must bear all costs and expenses relating to any expressions of interest, any subsequent negotiations, tenders and contractual arrangements (if any).
- 6.12 GLA reserves the right not to proceed to the invitation to tender stage and to amend the procurement process or the proposed scope/nature of the tender in any way from that described in this SQ. Applicants will not be reimbursed for any costs, expenses or loss suffered or incurred as a result or otherwise in connection with the SQ or any other subsequent part of the tender process for LDP2 or from cancellation of this process.
- 6.13 GLA reserves the right to undertake supplier assurance through audit both prior to and post award of any place on the LDP2 framework for this requirement. Audit rights would be reserved for any practices relating to the proposed LDP2.
- 6.14 Direct or indirect canvassing of any Government Minister, public sector employee or agent by Applicants concerning the proposed requirement, or any attempt by Applicants to obtain information from the same concerning the SQ may result in ineligibility for selection.

#### **Change in Circumstance**

- 6.15 Applicants should note that if there are any changes to their circumstances following the submission of their Application which means that:
  - 6.15.1 information submitted by the Applicant at SQ stage is no longer correct; or
  - 6.15.2 their ability to provide the required supplies or service(s) has materially deteriorated;
- 6.16 then Applicants shall immediately inform GLA via the Portal of such a change in circumstances. GLA reserves the right to reconsider the matters considered at SQ stage and to revisit the pre-qualified status of the Application in question. Applicants may be asked to confirm that there has not been a material change to

the matters addressed in their Application which may change the responses they have given.

- 6.17 If there is any change in the proposed composition of an Applicant's legal make-up (whether in the composition of any Consortium, Parent Company or Significant Entity), the Applicant shall immediately inform GLA and seek approval for such change.
- 6.18 The GLA shall not be involved in, or be responsible in any way for the formation of collaborative arrangements but does however reserve the right to re-assess the Applicant's standing in accordance with this SQ.
- 6.19 The GLA reserves the right to refuse approval and to disqualify an Applicant if their changed proposed composition has a sufficiently serious adverse impact on their evaluation against the SQ criteria; such that the Applicant would not qualify/ would not have qualified to bid.
- 6.20 Failure to disclose all material information (i.e. facts that GLA would regard as likely to affect its evaluation process), or disclosure of false information at any stage of this procurement process may result in ineligibility for award. Applicants must provide all information requested and not assume that GLA has prior knowledge of any of their information.

#### **Conflict of Interest**

- 6.21 The GLA actively seeks to avoid conflicts of interest. If any conflict of interest or potential conflict of interest between the Applicant, its advisers, GLA, GLA's advisers or any combination thereof becomes apparent to the Applicant, they shall inform GLA immediately via the TfL Commercial Lead detailed in section 4.24 of this SQ. In such circumstances, GLA shall, at its absolute discretion, decide on the appropriate course of action. GLA reserves the right to reject Applicants as ineligible where GLA perceives an actual or potential conflict of interest.
- 6.22 If the GLA becomes aware of any conflict of interest that an Applicant has not declared, that Applicant may be disqualified from the procurement process.

#### **Data Transparency**

- 6.23 The UK Government is committed to greater transparency in the public sector. Accordingly GLA reserves the right to publish tender documents, contracts, and data from invoices.
- 6.24 GLA may at its absolute discretion redact all or part of the Framework Agreement and/or the information extracted from invoices prior to publication and may take account of exemptions that would be available under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
- 6.25 The GLA may at its absolute discretion consult with the Panel Member regarding any such redactions. However, GLA will make the final decision regarding publication and/or redaction.

**Good Faith**

- 6.26 In submitting an Application, the Applicant undertakes to provide its submission in good faith and that it will not at any time communicate to any person (other than GLA, its advisers or third parties directly concerned with the preparation or submission of its response) the content (or approximate amount) or terms (or approximate terms) of its Application or of any arrangements or agreements to be entered into in relation to its Application.
- 6.27 In submitting an Application, the Applicant undertakes that the principles described in this section have been, or will be, brought to the attention of all Consortium Members, Parent Companies or Significant Entities which are, or will be, providing services or materials connected with their response.

**Accuracy of Information**

- 6.28 In submitting an Application, the Applicant undertakes that:
- 6.28.1 All information contained in any response at any time provided to GLA in relation to the this procurement is true, accurate and not misleading and that all opinions stated in any part of the Application are honestly held and that there are reasonable grounds for holding such opinions; and
- 6.28.2 Any matter that arises that renders any of such information untrue, inaccurate or misleading will be brought to the attention of GLA immediately.

**Intellectual Property Rights**

- 6.29 All intellectual property rights in the SQ (and subsequent tender documents) and in the information contained or referred to in it shall remain the property of GLA and/or third parties, and the Applicant shall not obtain any right, title or interest therein.

## Appendix A

### Part 1 (Applicant Information)

Parts 1 of this Standard Selection Questionnaire calls for information about the Applicant.

Please answer the following questions in full. Please ensure that all questions are completed in full, and in the format requested. 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.

**Note: Every entity that is being relied upon to meet the selection criteria (including all Consortium Members, Parent Companies and or other Significant Entities) must complete a separate Part 1 and Part 2 and the self-declaration. This should be submitted by the Lead Party as part of its Application.**

Potential supplier information		
Question number	Question	Response
1.1(a)	Full name of Applicant (or Party)	
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 your 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	Yes <input type="checkbox"/>



	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?	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) <sup>1</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>2</sup>  - 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. <sup>3</sup>  (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company <sup>4</sup> :	

<sup>1</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>2</sup> UK companies, Societates Europea (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](#).

<sup>3</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

<sup>4</sup> Meaning the Parent Company holding shares directly in the Party responding

	<ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company<sup>5</sup>:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the Applicants and Parties and the persons who control them.

---

<sup>5</sup> Meaning the topmost Parent Company in the corporate hierarchy of the Party responding

## Bidding Information

Please provide the following information about your approach to this procurement:

Bidding Model		
Question number	Question	Response
1.2(a) - (i)	Are you bidding as the Lead Party for a Consortium?	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 Consortium Member please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.
1.2(a) - (ii)	Name of Consortium (if applicable)	
1.2(a) - (iii)	Proposed legal structure if the Consortium 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. Please append a structure diagram identifying the roles and relationships between the Parties including all relevant companies and their respective ultimate parents. The structure should ensure that, as a minimum, the legal obligations and liabilities of the Applicant are ultimately borne by an entity or entities which satisfy the financial standing requirements set out in part 3b of the SQ Response Template 2.	
1.2(b) - (i)	Are you or, if applicable, the Consortium proposing to use Significant Entity and/ or Parent Company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each	

	Significant Entity and/or Parent Company in the following table. We may ask them to complete this form as well.				
	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 Significant Entity will take in providing the works and / or supplies 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 answers 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 GLA may reject this Application 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.

Contact Details and Declaration		
Question number	Question	Response
1.3(a)	Name of Party	
1.3(b)	Contact name	
1.3(c)	Role	
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	

## Appendix B

### Part 2 (Exclusion Grounds)

Parts 2 of this Standard Selection Questionnaire calls for a self-declaration that the Applicant does not meet any of the grounds for exclusion<sup>6</sup>. If any grounds for exclusion apply to the Applicants, there is an opportunity for the Applicant to explain the background and any measures that the Applicant has taken to rectify the situation (known as "self-cleaning").

Please answer the following questions in full. Please ensure that all questions are completed in full, and in the format requested. 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.

**Note: Every entity that is being relied upon to meet the selection criteria (including all Consortium Members, Parent Companies and or other Significant Entities) must complete a separate Part 1 and Part 2 and the self-declaration. This should be submitted by the Lead Party as part of its Application.**

Grounds for mandatory exclusion		
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b></p> <p>The detailed grounds for mandatory exclusion of a Party are set out on this webpage: <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a> which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your Party or any other person who has powers of representation, decision or control in the Party has been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage: <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a></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)

<sup>6</sup> For the list of exclusion grounds please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

	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)	<p>If you have answered yes to question 2.1(a), please provide further details including:</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
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? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<p><b>Regulation 57(3)</b></p> <p>Has it been established for your Party, 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 Party is established (if outside the UK), that the Party is in breach of obligations related to the payment of tax or social security contributions?</p>	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.	

**Note: The GLA reserves the right to use its discretion to exclude an Applicant where it can demonstrate by any appropriate means that the Applicant is in breach of its obligations relating to the non-payment of taxes or social security contributions.**

Grounds for discretionary exclusion		
Question number	Question	Response
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List of Mandatory and Discretionary Exclusions.pdf</a> 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 Party or any other person who has powers of representation, decision or control in the Party.</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 of the Public Contracts Regulations 2015 due to your 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 Party 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 Party 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 Party 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 Party has influenced the decision-making process of the GLA to obtain confidential information that may confer upon the Party undue advantages in the procurement procedure, or has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the Party despite the existence of a relevant ground for exclusion? (Self Cleaning)	

## Appendix C

### Part 3 (a) Additional Questions

**Note: Every entity that is being relied upon to meet the selection criteria (including all Consortium Members, Parent Companies and or other Significant Entities) must complete a separate Part 3a and the Part 3 self declaration. This should be submitted by the Lead Party as part of its Application.**

#### 4.1 Insurance

<b>SCORING: PASS/FAIL</b>
-------------------------------

Please note: Applicants who self-certify that they meet the requirements will be required to provide evidence of this if they are successful at Call-off contract award stage. Please note that higher levels of insurance may be required depending on the call-off contract.

Please self-certify whether you can commit to obtain, prior to entering any call-off contracts awarded through the Framework Agreement, the levels of insurance cover indicated below:

Insurance	
a. Employer's Liability, minimum required level £5 million	YES / NO (please delete)
b. Public Liability, minimum required level £5 million	YES / NO (please delete)
c. Successful LDP Members will be required to hold Professional Indemnity Insurance and Project Insurance at the point of entering call-off contracts to a level suitable to the project being contracted. Please confirm that your organisation will comply with this requirement.	YES / NO (please delete)

#### SCORING

Discretionary Pass	Can commit to securing it before entering any call-off contracts if awarded
Discretionary Fail	Does not commit to secure it before entering into any Call-off contract if selected

## 4.2 Equality and Diversity

<b>SCORING:</b> <b>DISCRETIONARY PASS/FAIL</b>
---

The GLA must have regard to the principle that there should be equality of opportunity for all people.

Please confirm that the Applicant has the following policies and that they can be provided within 24 hours if required by the GLA or, where policies cannot be provided in a timely manner, please provide an explanation to demonstrate how the Applicant satisfies these requirements:

a. A written equal opportunities policy, to avoid discrimination	YES / NO (please delete)
If you have answered No to Question 4.2a please provide further information:	
b. Is it your policy as an employer not to treat one group of people less favourably than others because of their age, any disability, any gender reassignment, marital status (including civil partnership), any pregnancy and maternity requirements, race, religion (beliefs), sex, or sexual orientation in relation to decisions to recruit, train or promote employees in line with the requirements of the Equality Act 2010?	YES / NO (please delete)
If you have answered No to Question 4.2b please provide further information:	

### SCORING

Discretionary Pass	Has all required policies in place <b>OR</b> provides evidence to mitigate where not held
Discretionary Fail	Holds some or no policies <b>AND</b> does not provide evidence to mitigate where not held

### 4.3 Health and Safety

**SCORING:**  
**DISCRETIONARY PASS/FAIL**

The GLA needs to be satisfied that you and the relevant members of your supply chain have systems in place for managing health and safety during the entire construction process.

Applicants wishing to become members of the London Development Panel 2 must **provide evidence** of meeting at least **one** of the following criteria:

1. Within the last twelve months, Applicant has successfully met the assessment requirements of a scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum. Further information on SSIP and details of assessment of scheme members can be found on <http://www.ssip.org.uk/>.

**or**

2. Applicant holds a current UKAS or equivalent (i.e. other national scheme, accredited independent third party certificate of compliance with BS OHSAS 18001.

**or**

3. Within the last twelve months, Applicant has successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91.

**or**

4. Where an Applicant does not meet the criteria under 1, 2 or 3 above, they are able to provide alternative evidence of having a suitable health and safety management system by satisfactorily completing **all** the questions at **section e** below.

The GLA **also** requires that all relevant members of Applicants' supply chains meet one of the criteria 1 – 4 set out above. Applicants must commit that their supply chain will meet this requirement and this will be checked during any LDP2 Mini-Competitions. Capability to deliver the specific project safely will also be assessed at the Mini-Competition stage.

Please complete the following:

a. Applicant can meet criteria set out in 1, 2, or 3 above	YES / NO
b. At least one of following provided: <ul style="list-style-type: none"> <li>Current SSIP member scheme certificate</li> <li>UKAS or other national equivalent accredited independent third party certificate of compliance with BS OHSAS 18001</li> <li>Documentary evidence of prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91</li> </ul>	YES / NO  YES / NO  YES / NO
c. Applicant cannot answer 'yes' to a <b>and</b> b above and has instead answered (with evidence) the questions at section e below	YES / NO / Not applicable  If yes, please complete section e below
d. Applicant commits to requiring supply chains involved in the construction of any LDP2 schemes (contractor, sub-contractors etc.) to also meet one of the criteria set out above	YES / NO

### Section e

	Question	Evidence Required	Yes	No	When is Evidence Required
		<b>NOTE: some questions require evidence to be provided as part of your Application now. Others require Applicants to provide evidence if requested.</b>			
e1	<b>Are you able to demonstrate that you have a policy and organisation for health and safety (H&amp;S) management?</b>	Please provide evidence of a periodically reviewed H&S policy endorsed by the chief executive officer. The policy should be relevant to the anticipated nature and scale of the activity to be undertaken and set out responsibilities for H&S management at all levels in the organisation.	<input type="checkbox"/>	<input type="checkbox"/>	At Submission

		<p><b>NOTE</b> Organisations with fewer than five employees are not legally required to have a documented policy statement. If a supplier is in this category it does not have to write down its policy, organisation or arrangements. However, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity likely to be undertaken and assessments of competence will be made easier if when procedures are clear and accessible.</p>			
e2	<p><b>Are you able to describe your arrangements for ensuring that your H&amp;S measures are effective in reducing/preventing incidents, occupational ill-health and accidents?</b></p>	<p>Please provide details of the arrangements for H&amp;S management that are relevant to the anticipated nature and scale of the activity to be undertaken and show clearly how these arrangements are communicated to the workforce.</p> <p><b>NOTE</b> Organisations with fewer than five employees are not legally required to have a documented policy statement. If a supplier is in this category it does not have to write down its policy, organisation or arrangements. However, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity likely to be undertaken and assessments of competence will be made easier if when procedures are clear and accessible.</p>	<input type="checkbox"/>	<input type="checkbox"/>	At Submission
e3	<p><b>Do you have access to competent H&amp;S advice/assistance- both general and construction / sector related?</b></p>	<p>Please provide evidence of how your organisation obtains access to competent H&amp;S advice.</p> <p><b>NOTE:</b> Access to competent in-house advice, in whole or part, is preferred. It is essential that the H&amp;S advisor(s) are able to provide general H&amp;S advice and that (from the same source or elsewhere) advice relating to construction H&amp;S issues is accessible as required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	At Submission
e4	<p><b>Do you have a policy and process for providing your staff / workforce with training and information appropriate to the types of activity that your organisation is likely to undertake?</b></p>	<p>Provide evidence that your organisation has in place and implements, training arrangements to ensure that its staff / workforce has sufficient skills and understanding to discharge their various duties. This should include a programme of refresher training (e.g. a CPD programme) that will keep the workforce updated on good H&amp;S practice applicable throughout the company.</p>	<input type="checkbox"/>	<input type="checkbox"/>	At Submission

e5	<b>Does your staff / workforce have H&amp;S or other relevant qualifications and experience sufficient to implement your H&amp;S policy to a standard appropriate to the activity that your organisation is likely to undertake?</b>	You will be expected to demonstrate and provide evidence on request, that your staff / workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific specifications where they need to work under controlled and competent supervision e.g. trainees.	<input type="checkbox"/>	<input type="checkbox"/>	If requested
e6	<b>Do you check, review and where necessary improve your H&amp;S performance?</b>	Please provide evidence that your organisation has in place and implements an ongoing system for monitoring H&S procedures on an ongoing basis and for periodically reviewing and updating that system as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	At Submission
e7	<b>Do you have procedures in place to involve your staff / workforce in the planning and implementation of H&amp;S measures?</b>	Please provide evidence that your organisation has in place and implements a means of consulting with its workforce on H&S matters and show how workforce comments, including complaints, are taken into account.	<input type="checkbox"/>	<input type="checkbox"/>	At Submission
e8	<b>Do you routinely record and review accidents/incidents and undertake follow-up action?</b>	Please provide access to records of accident rates and frequency for all RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013) events for at least the last three years. Demonstrate that your organisation has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to enforcement.	<input type="checkbox"/>	<input type="checkbox"/>	At Submission
e9	<b>Do you have arrangements for ensuring that your suppliers apply H&amp;S measures to a standard appropriate to the work for which they are being engaged?</b>	You will be expected to demonstrate and provide evidence on request, that your organisation has and implements, arrangements for ensuring that H&S performance throughout the whole of your organisation's supply chain is appropriate to the work likely to be undertaken.	<input type="checkbox"/>	<input type="checkbox"/>	If requested

e10	<b>Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?</b>	<p>You will be expected to demonstrate and provide evidence on request that your organisation has in place and implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work ('method statements'). You should be able to provide indicative examples. The identification and control of any significant occupational health (not just safety) issues should be prominent.</p> <p><b>NOTE</b> Organisations with fewer than five employees are not legally required to have a documented policy statement. If a supplier is in this category it does not have to write down its policy, organisation or arrangements. However, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity likely to be undertaken and assessments of competence will be made easier if when procedures are clear and accessible.</p> <p><b>NOTE</b> Risk assessments should focus on the needs of the particular job and should be proportionate to the risks arising from the work to be undertaken.</p>	<input type="checkbox"/>	<input type="checkbox"/>	If requested
e11	<b>Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?</b>	<p>Please provide explanation of how co-operation and co-ordination of the work is achieved in practice, and how other organisations are involved in drawing up method statements/safe systems of work etc. including arrangements for response to emergency situations. This should include details of how comments and input from your suppliers will be taken into account and how external comments including any complaints, will be responded to.</p>	<input type="checkbox"/>	<input type="checkbox"/>	At Submission
e12	<b>Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees?</b>	<p>You will be expected to demonstrate and provide evidence on request about how you ensure suitable welfare facilities will be in place before starting work on site, whether provided by site-specific arrangement or own organisational measures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	If requested



## SCORING

Discretionary Pass	<p>Applicant has:</p> <ul style="list-style-type: none"> <li>i. Within the last twelve months, successfully met the assessment requirements of a scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum and has provided evidence; <b>OR</b></li> <li>ii. It holds a current UKAS or equivalent (i.e. other national scheme, accredited independent third party certificate of compliance with BS OHSAS 18001) and has provided evidence; <b>OR</b></li> <li>iii. Within the last twelve months, it has successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91 and has provided evidence; <b>OR</b></li> <li>iv. Has answered e1 – e12 above and provided the evidence required under each question where requested; <b>AND</b></li> <li>v. Committed to requiring supply chains involved in the construction of any LDP2 schemes (contractor, sub-contractors etc.) to also meet one of the criteria set out above.</li> </ul>
Discretionary Fail	<p>Applicant does not meet the requirements of one of i – iv above <b>AND/OR</b> does not commit to requiring its supply chains involved in the construction of any LDP2 schemes (contractor, sub-contractors etc.) to also meet the requirements of one of i – iv above.</p>

#### 4.4 Modern Slavery

SCORING: PASS/FAIL	
-----------------------	--

The GLA is committed to taking appropriate steps to reduce the risk of modern slavery in its supply chains and requires Applicants to comply with the appropriate legislation. Please confirm the following:

1. Is the Applicant a relevant commercial organisation as defined by Section 54 (“Transparency in supply chains etc.”) of the Modern Slavery Act 2015 (“The Act”)?	YES / NO ( <i>please delete</i> ) If YES please go to 1.1
1.1 Is the Applicant compliant with the annual reporting requirements contained within Section 54 of The Act 2015?	YES / NO ( <i>please delete</i> )

#### SCORING

Pass	Self certifies that Applicant complies with the annual monitoring requirements of The Act <b>OR</b> is not subject to The Act
Fail	Does not comply with the annual monitoring requirements of The Act

## 4.6 Convictions

<b>SCORING:</b> <b>DISCRETIONARY PASS/FAIL</b>
---

Please provide details, in the table below, of any convictions in relation to Health and Safety, Environmental Breaches or Equality and Diversity and/or enforcement notices (including improvement or prohibition notices) served within the last three years.

Please confirm the following:

a. The Applicant has not had any convictions in relation to Health and Safety, Environmental Breaches or Equality and Diversity, and/or enforcement notices within the last three years.	YES / NO <i>(please delete)</i> <i>If you have answered NO please provide details below</i>
--	---

**Please note:**

- that the HSE's register of prosecutions and notices will be checked; and
- it is your responsibility to inform the GLA if any of this information changes and requires updating throughout the bidding process.
- Please add additional rows to the table below as required.

Date	Details of conviction(s)	Action taken to remedy the issue prevent recurrence

### SCORING

Discretionary Pass	Confirms that no prosecutions have been made against the Applicant <b>OR</b> provides evidence judged to mitigate concerns with regards to convictions against the Applicant in the last three years
Discretionary Fail	Fails to provide evidence judged to mitigate concerns with regards to convictions against the Applicant in the last three years

## 4.7 Environmental Policy

<b>SCORING:</b> <b>DISCRETIONARY PASS/FAIL</b>	
---	--

The GLA continues its commitment to ensure environmental issues are proactively addressed in all aspects of the procurement process.

a. Does the Applicant have an Environmental or Sustainability Policy in place and that can be provided within 24 hours' notice	YES / NO (please delete) If NO please go to b
b. Are you working towards or have you attained accreditation under a sustainability standard for example ISO14001 or equivalent.	YES / NO (please delete)
c. Please provide details of your accreditation or if you are working towards accreditation or do not have accreditation, you have the opportunity here to provide further information.	
<i>300 words max</i>	

### SCORING

Discretionary Pass	Applicant has environmental policy in place <b>OR</b> has attained accreditation <b>OR</b> has provided evidence judged to demonstrate that it is working towards a suitable accreditation
Discretionary Fail	Applicant has no environmental policy in place <b>AND</b> has not provided sufficient evidence that it is working towards a suitable accreditation

## Appendix D -

### Part 3 (b) Economic and Financial Standing Questions

The information requested will be used to assess whether each Applicant has sufficient financial standing and capacity to deliver the types of opportunities which will be offered to the Panel.

**Note: The Lead Party and any Parent Company relied upon must complete a copy of this Part 3b and supply the information requested.**

**A non-Lead Party Consortium Member who wishes to bid independently in LDP2 call-offs must also complete a copy of this part and supply the required information. The Lead Party should submit this on their behalf.**

## 5 Financial Information

<b>SCORING:</b> <b>DISCRETIONARY PASS/FAIL</b>	
---	--

5.1 Please indicate which of the following you have provided to demonstrate your economic/financial standing:

(a) A copy of your last two years' audited accounts

Enclosed?

Yes

☐

No

☐

(b) 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).

Enclosed?

Yes

☐

No

☐

### SCORING

Discretionary Pass	The information provided is sufficient to enable the GLA to validate the financial ratios/calculation in section 4.2, has no adverse audit qualification, has no adverse material change or post balance sheet that is likely to affect the ability of the supplier to deliver the contract of this nature and scale, and also does not and is not likely to adversely impact the ratios described in section 4.2 (if relevant) and it does not and is not likely to have a significant effect on the financial or trading position of the Applicant: adverse material changes also includes contingent liability, pending or threatened tax or regulatory investigations, pending or threatened litigations or other legal proceedings;
-----------------------	--

Discretionary Fail	The information provided is not sufficient to enable the GLA to validate the financial ratio/calculation in section 4.2; or there is adverse audit qualification, adverse material change or post balance sheet that is likely to affect the ability of the applicant to deliver the contract of this nature and scale; also the change is likely to adversely impact the ratios described in section 4.2, and it is likely to have a significant effect on the financial or trading position of the Applicant.
-----------------------	---

- 5.2 Below, GLA 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. Where your answer is 'No' please provide any alternative information requested in the Details column and append any supporting evidence as necessary.

Ratio	Self Certification	Pass/Fail Criteria	Details where answer is "No"
Net income: the Party's net income is positive for the two previous financial years.	Yes/No	<p>Discretionary Pass: the Party's net income is positive for the two previous financial years ; <b>OR</b></p> <p>the Party's net income is negative for any of the two previous financial years (or the Party is not yet incorporated or has not been trading for the required length of time) but has demonstrated that there are mitigating circumstances, that the loss was a one-off and is not indicative of persistent poor financial performance, that rectification action has been taken, that the profitability of the supplier will not affect the Party's ability to undertake a contract of this nature and scale (including the provision of any credit support arrangements) and that the level of loss has not and is not expected to have a significant effect on the financial or trading position of the Party.</p> <p>Discretionary Fail: the Party's net income is negative for any of the two previous financial years (or the Party is not yet incorporated or has not been trading for the required length of time) and has not demonstrated that there are any mitigating circumstances and/or that the loss is not indicative of</p>	

		<p>persistent poor financial performance and/or that rectification action has been taken and/or that the profitability of the Party will not affect the Party's ability to undertake a contract of this nature and scale (including the provision of any credit support arrangements) and/or that the level of loss has not and is not expected to have a significant effect on the financial or trading position of the Party.</p>	
<p>Current ratio (i.e. current assets / current liabilities): the Party's current ratio is greater than or equal to 1.1 for the two previous financial years.</p>	<p>Yes/No</p>	<p>Discretionary Pass: the Party's current ratio is greater than or equal to 1.1 for the two previous financial years <b>OR</b></p> <p>the Party's current ratio is less than 1:1 for any of the two previous financial years (or the Party is not yet incorporated or has not been trading for the required length of time) but the Party has demonstrated (including in relation to any credit support arrangements) that liabilities can be serviced as they fall due, that there are mitigating circumstances, that the liquidity of the supplier will not affect the Party's ability to undertake a contract of this nature and scale and that the liquidity position has not and is not expected to have a significant effect on the financial or trading position of the Party.</p> <p>Discretionary Fail: the Party's current ratio is less than 1.1 for any of the two previous financial years (or the Party is not yet incorporated or has not been trading for the required length of time) and the supplier has not demonstrated (including in relation to any credit support arrangements) that liabilities can be serviced as they fall due and/or that there are any mitigating circumstances and/or that the liquidity of the Party will not affect the Party's ability to undertake a contract of this nature and scale and/or that the liquidity position has not and is not expected to have a significant effect on the financial or trading position of the Party.</p>	

<p>Adjusted current ratio (i.e. current assets / current liabilities (including debt due between 1 and 2 years)): the Party's adjusted current ratio is greater than or equal to 1.0 for the two previous financial years.</p>	<p>Yes/No</p>	<p>Discretionary Pass: the Party's adjusted current ratio is greater than or equal to 1.0 for the two previous financial years <b>OR</b></p> <p>the Party's adjusted current ratio is less than 1.0 for any of the two previous financial years (or the Party is not yet incorporated or has not been trading for the required length of time) but the Party has demonstrated (including in relation to any credit support arrangements) that liabilities can be serviced as they fall due, that there are mitigating circumstances, that the liquidity of the Party will not affect the Party's ability to undertake a contract of this nature and scale and that the liquidity position has not and is not expected to have a significant effect on the financial or trading position of the Party.</p> <p>Discretionary Fail: the Party's adjusted current ratio is less than 1.0 for any of the two previous financial years (or the Party is not yet incorporated or has not been trading for the required length of time) and the Party has not demonstrated (including in relation to any credit support arrangements) that liabilities can be serviced as they fall due and/or that there are any mitigating circumstances and/or that the liquidity of the Party will not affect the Party's ability to undertake a contract of this nature and scale and/or that the liquidity position has not and is not expected to have a significant effect on the financial or trading position of the Party.</p>	
<p>Capital gearing ratio (i.e. long term total borrowings / equity share capital): the Party's capital gearing ratio is less than or equal to 1.0 for the two previous financial years. Equity share capital includes equity share</p>	<p>Yes/No</p>	<p>Discretionary Pass: the Party's capital gearing ratio is less than or equal to 1.0 for the two previous financial years <b>OR</b></p> <p>the Party's capital gearing ratio is greater than 1.0 for any of the two previous financial years (or the Party is not yet incorporated or has not been trading for the required length of time) but the Party has demonstrated (including in relation to any credit support arrangements) that liabilities can be serviced as they fall due, that</p>	



capital and all reserves. Long term total borrowings includes debentures, preference shares, finance leases, loans from group companies and other long term loans.		<p>there are mitigating circumstances, that the gearing of the Party will not affect the Party's ability to undertake a contract of this nature and scale and that the gearing position has not and is not expected to have a significant effect on the financial or trading position of the Party.</p> <p>Discretionary Fail: the Party's capital gearing ratio is greater than 1.0 for any of the two previous financial years (or the Party is not yet incorporated or has not been trading for the required length of time) and the Party has not demonstrated (including in relation to any credit support arrangements) that liabilities can be serviced as they fall due and/or that there are any mitigating circumstances and/or that the gearing of the Party will not affect the Party's ability to undertake a contract of this nature and scale and/or that the gearing position has not and is not expected to have a significant effect on the financial or trading position of the Party.</p>	
<p>Debt to earnings ratio (i.e. total borrowings / EBITDA): the Party's debt to earnings ratio is less than or equal to 5:0 for the two previous financial years.</p> <p>Total borrowings includes debentures, preference shares, finance leases, loans from group companies and other long term loans, as well as all short term borrowings such as overdrafts.</p> <p>EBITDA means earnings before interest, taxation, depreciation and amortisation.</p>	Yes/No	<p>Discretionary Pass: the Party's debt to earnings ratio is less than or equal to 5.0 for the two previous financial years <b>OR</b></p> <p>the Party's debt to earnings ratio is greater than 5.0 for any of the two previous financial years (or the Party is not yet incorporated or has not been trading for the required length of time) but the Party has demonstrated (including in relation to any credit support arrangements) that liabilities can be serviced as they fall due, that there are mitigating circumstances, that the level of debt of the Party will not affect the Party's ability to undertake a contract of this nature and scale and that the debt position has not and is not expected to have a significant effect on the financial or trading position of the Party.</p> <p>Discretionary Fail: the Party's debt to earnings ratio is greater than 5.0 for any of the two previous financial years (or the Party is not yet incorporated or has not been trading for the required length</p>	

		of time) and the Party has not demonstrated (including in relation to any credit support arrangements) that liabilities can be serviced as they fall due and/or that there are any mitigating circumstances and/or that the level of debt of the Party will not affect the Party's ability to undertake a contract of this nature and scale and/or that the debt position has not and is not expected to have a significant effect on the financial or trading position of the Party.	
According to the latest available comprehensive report from Creditsafe, the Party's rating is 30 (international Scoring C) and above	Yes/No	<p>Discretionary Pass: The Party's Creditsafe rating is 30 (International Scoring C) and above <b>OR</b></p> <p>The Party's Creditsafe rating is below 30 (International Scoring C) or it is not assigned (or the Party is not yet incorporated or has not been trading for the required length of time) but the supplier has demonstrated (including in relation to any credit support arrangements) that that liabilities can be serviced as they fall due, that there are mitigating circumstances, that the risk of failure of the Party will not affect the Party's ability to undertake a contract of this nature and scale and that the risk of failure has not and is not expected to have a significant effect on the financial or trading position of the Party.</p> <p>Discretionary Fail: the Party's Creditsafe international score is below 30 (International Scoring C) or the Party's Creditsafe rating is not assigned (or the Party is not yet incorporated or has not been trading for the required length of time) and the Party has not demonstrated (including in relation to any credit support arrangements) that liabilities can be serviced as they fall due and/or that there are any mitigating circumstances and/or that the risk of failure of the party will not affect the Party's ability to undertake a contract of this nature and scale and/or that the risk of failure has not and is not expected to have a significant effect on the financial or trading position of the Party.</p>	

## **Appendix E**

### **Part 3 (c) Technical Questions**

Note: The Lead Party must complete this Part 3c. Where the Applicant is a Consortium, the Lead Party must submit a combined response to this part, drawing upon the skills and experience of the Consortium as a group.

A non-Lead Party Consortium Member who wishes to bid independently in LDP2 call-offs must also complete a copy of this part detailing their own skills and experience. The Lead Party should submit this on their behalf.

For an Applicant to progress to the next stage of this procurement (ITT), they must score a minimum overall weighted score of 36% across all scored questions (including question 4.3d of Part 3 (a)) and be one of the top 50 scoring Applicants.

A non-Lead Party Consortium Member who wishes to bid independently in LDP2 call-offs must score a minimum overall weighted score of 36% across all the scored questions (including question 4.3d of Part 3 (a)) to be able to do this.

Where project examples are requested in the following questions 6 (a) – (f) it is acceptable to use the same project(s) throughout; it need not be a different project example for each response.

## Scoring matrix for questions Technical Questions 6 (a) to (f):

Score	Classification	Definition
1	<b>Unsatisfactory response</b> (potential for some compliance but very major areas of weakness)	Substantially poor submission: <ul style="list-style-type: none"> <li>- limited response provided <b>and/or</b></li> <li>- response is irrelevant/incomprehensible <b>and/or</b></li> <li>- fails in all significant areas <b>and/or</b></li> <li>- fails to provide detail of, or evidence to support, experience being tested.</li> </ul>
4	<b>Weak response</b> (one or more areas of major weakness)	Weak submission: <ul style="list-style-type: none"> <li>- response is insufficient <b>and/or</b></li> <li>- response is basic with limited detail <b>and/or</b></li> <li>- insufficient evidence provided to support the response and demonstrate that the Applicant has the required experience <b>and/or</b></li> <li>- some reservations as to the Applicant's understanding of the competence being tested</li> </ul>
9	<b>Satisfactory response</b> (substantial experience with no major concerns)	Satisfactory response: <ul style="list-style-type: none"> <li>- overall the response meets the requirements outlined in the question <b>and</b></li> <li>- is detailed and provides supporting evidence to demonstrate experience <b>and</b></li> <li>- only minor reservations as to the Applicant's experience of and/or the extent of understanding of the competence being tested.</li> </ul>
16	<b>Very good response</b> (fully meets requirements).	Very good response: <ul style="list-style-type: none"> <li>- sets out a robust response that fully addresses the requirements of the question <b>and</b></li> <li>- provides full evidence and detail to demonstrate the Applicant's experience <b>and</b></li> <li>- provides full confidence as to the Applicant's experience and understanding of the competence being tested.</li> </ul>
25	<b>Outstanding response</b> (fully meets requirements in some areas exceeding them)	Outstanding response: <ul style="list-style-type: none"> <li>- meets all requirements to score 16 as above <b>and</b></li> <li>- provides or proposes additional value which exceeds the requirements in substance and outcomes in a manner acceptable to the GLA <b>and</b></li> <li>- the response and the evidence submitted in support not only provides full confidence as to the Applicant's experience but that the Applicant excels in the area</li> </ul>

## 6 (a) Apprenticeships & Skills Training

**SCORING:**

**Maximum available 5%**

The GLA is committed to promoting apprenticeships and skills training to ensure that London has a diverse talent pool and opportunities are created for younger workers to flourish in the workplace.

Please provide information in response to the following:

- detail any existing or previous **apprenticeship or skills programmes** that the Applicant has implemented in the context of construction; this should include the numbers of people supported and outcomes that were measured and recorded as a result of the programme
- detail any existing or previous training programmes that the Applicant has delivered to **develop staff skills**; this should include the numbers of people supported and outcomes that were measured and recorded as a result of the programme

A satisfactory response will demonstrate the Applicant's commitment to delivering apprenticeships throughout the development process (i.e. from design to physical construction) and their commitment to staff development. Emphasis is placed on specific interventions that have specific outcomes and measureable results.

*1 side of A4 maximum*

## 6 (b) Supply Chain Management

**SCORING:**

**Maximum available 5%**

Supply Chain Management is a key way that the GLA ensures that its partners support the Responsible Procurement agenda. The GLA wishes to test your organisation's current practices and understanding of supply chain management.

Please provide information in response to the following:

- How you select and perform pre-contract assessment of potential suppliers/subcontractors;
- Provide details how you manage suppliers from your supply chain; and
- Provide details of how you assess, ensure and manage the Health, Safety and Environmental competence and capability of your suppliers

Your response should include any metrics that are used to assess supplier performance and demonstrate an understanding of the Responsible Procurement requirements; you may include a diagram of your Supply Chain Management processes if it serves to illustrate your response.

A satisfactory response will include information that demonstrates that the Applicant undertakes transparent and fair tender processes; proactively manages its supply chain to ensure consistently responsible procurement and takes steps to improve performance through the application of appropriate sanctions. Evidence provided should detail at least one specific example and not be limited to generalised statements.

*1 side of A4 maximum*

## 6 (c) Continuous Improvement

**SCORING:**

**Maximum available 10%**

Continuous improvement is key to the housing market developing and to the delivery of increased housing in London and the GLA wishes to work with partners who strive for constant improvements in all elements of their business. This question will require you to show how you have thought creatively about a specific problem and how your organisation has supported novel solutions to that problem or problems and adopted it as standard practice. The GLA recognises that a bespoke approach solving problems is not limited to simply building methodologies but that it runs through the culture of an organisation and is keen to secure partners that will continue to seek better ways of working.

Please provide information in response to the following:

- From your previous experience please give two examples of what your organisation has done with regards to continuous improvement or a novel or bespoke approach to solving a problem in the housing sector (this could include for example, innovations in development funding, design, construction or partnership working)

Your response should detail specific scenarios where you identified a problem, outline what your organisation did to improve the situation and what the outcome was. Examples should relate to operations in Greater London but where this is not possible please provide narrative of how the improvements could be applicable within the Greater London context.

A satisfactory response will show significant measurable impact or improvement that has been achieved through a specific, bespoke intervention.

Each example will be scored equally and an average will be taken for the overall score for this question.

*1 side of A4 per example maximum*

## 6 (d) Strategic Approach to Development

**SCORING:**

**Maximum available 25%**

The GLA is the strategic body of local government for London and therefore is seeking to work with organisations that are committed to and capable of supporting the Mayor's housing ambitions of:

- Delivering an increased supply and range of genuinely affordable housing
- Using all land and planning powers to support public and private development, unlocking development sites and bringing forward surplus public land
- Exploring and promoting innovative construction methods, and working with the construction sector to develop the skilled workforce required to build thousands of new homes for Londoners

It is anticipated that a wide range of residential-led projects will be delivered through LDP2 both through the GLA and other public land owners and therefore Applicants must demonstrate experience of delivering a variety of projects.



**Please provide information in response to the following:**

- Please complete the project details as set out below for a maximum of five housing-led projects of over 50 units that you have completed in the last five years in Greater London or in a comparable context.
- Please use the Supporting Information text box below to provide any supporting information which demonstrates your track record and experience in delivering a wide range of residential-led projects in Greater London or in a comparable context.

Where possible your examples should be on sites owned, or previously owned, by the public sector or in conjunction with public sector organisations. Where projects do not meet this criterion you should detail how the experience gained is relevant to LDP2 and to Greater London based on the Mayor's housing ambitions set out above.

Where Applicants do not have experience of working within Greater London, but do have equivalent experience in a comparable context, you will need to detail why your experience is relevant to Greater London.

A satisfactory answer will demonstrate a breadth, depth and strong track record of housebuilding on public land within Greater London or another relevant context which includes a range of different housing tenures and products within the development(s).

The maximum number of schemes that will be reviewed is five and therefore you should choose your examples to ensure that you demonstrate the full range of your portfolio. Where bidding in a Consortium, examples can be drawn from the individual experience of the Consortium Members and do not need to demonstrate previous collaborative working between the Consortium Members.

**Project Details:**

*Project name:*

*Site area:*

*Completion date (could be phase):*

*Local Authority :*

*Landowner:*

*Total number of homes:*

*Tenure mix:*

*Unit size mix: 1/2/3/4+ bedrooms*

*Additional units: e.g. extra-care, supported housing, self-build, etc.*

*Other uses on the site:*

**Supporting information:**

*maximum of 2 sides of A4  
in total*

## 6 (e) Technical Experience in Development

**SCORING:**

**Maximum available 30%**

The public sector in Greater London has a diverse land portfolio with significant land holdings for development that will be strategic in nature. Panel Members working with the GLA and public landowners using the LDP2 are expected to be experienced in project delivery with a strong track record of delivering complex projects. The GLA wants to ensure that members of the panel are able to address the range of development opportunities that will be presented under the framework to achieve high quality, sustainable development in London.

- i) Please provide two examples of your schemes of more than 50 residential units and describe your approach to **land acquisition** and why it was appropriate for the site (weighting 10%)
- ii) Please provide two examples of your schemes of more than 50 residential units and describe your adopted **planning strategy** and why this was considered to be the best approach (weighting 10%)
- iii) Please provide two examples of your schemes of more than 50 residential units and describe your **masterplanning and design approach** and how it addressed the context of the site (weighting 10%)

Where possible the projects should be on sites within Greater London and should be developed on sites owned, or previously owned, by the public sector or in conjunction with a public sector organisations.

Where sites do not meet these criteria you should detail how the experience gained is relevant to the LDP2 and to Greater London.

A satisfactory answer will detail specific decisions or strategies that address the particular context of the project and demonstrates a proactive approach to project management. You should ensure that you include relevant information that evidences how your organisation achieved the best result for the site through a considered approach.

Where bidding in a consortium, examples can be drawn from the individual experience of the members and do not need to demonstrate previous collaborative working.

For each question, each example will be scored and an average will be taken for part i), ii) and iii)

*Each example should be limited to 1 side of A4 (including images)*

## 6 (f) Managing Partnerships

**SCORING:**

**Maximum available 25%**

Partnership working will be an important element of any project delivered through the LDP2. The skills and expertise of panel members will be combined with the land of the public sector to meet specified objectives. The Applicant must be able to work with a variety of stakeholders to deliver housing-led development that includes a range of tenure types. It is vital that all partners understand each other's objectives and the parameters in which they work. This question will require evidence that the Applicant is capable of working effectively with the public sector.

Please give two project examples of more than 50 residential units in Greater London or comparable context which illustrate your organisation's experience in delivering schemes involving the input of multiple and diverse stakeholders. Set out how you worked with other stakeholders and how the overall project benefitted because of the approach that you took to the partnership.

Your response should outline:

- the roles of the different partners in project delivery;
- how you managed the relationships between the partners and the approach you took to decision making and conflict resolution (e.g. was there a steering group, was there a lead, decision-making partner?)
- the communication methods that you used and any communications protocols in place
- how lessons were learnt from the project (what was the project review methodology and how did partners reflect on the experience)

Projects should be based in Greater London if possible but where this is not possible you should explain how the experience applies to the Greater London context and how what your experience is relevant.

A satisfactory response will identify complex projects that involve a range of public, private and third-sector bodies. The response should detail how the objectives were mediated between the partners to prioritise them and ensure that all stakeholders were accommodated through the project. If it serves to illustrate your answer please include an organisational chart to show the relationships between the partners. The response need not address all elements of the project but should focus on demonstrating the partnership working achieved through the project.

Where bidding in a Consortium, examples can be drawn from the individual experience of the Consortium Members and do not need to demonstrate previous collaborative working as a Consortium.

Each example will be scored equally and an average will be taken for the overall score for this question.

*Maximum of 1 side of A4 per example*

## **Appendix F**

### **Part 3: Declaration**

**Note: Every Party that is being relied on to meet the selection criteria in any part or all of Part 3(a) – (c) must complete a copy of this declaration and the relevant Lead Party must submit them.**

#### **Declaration**

I declare that to the best of my knowledge the answers 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 Party's suitability to be invited to participate further in this procurement.

I understand that the GLA 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.

**Name:**

**Position:**

**Signature:**

## Appendix G

### Conflict of Interest Declaration

GLA reserves the right to reject Applicants as ineligible where we perceive an actual or potential conflict of interest.

In responding to the questions below the signatory is to include in its consideration of any matters, private interests or relationships which could or could be seen to influence any decisions taken or to be taken, or the advice you are giving to GLA, or that may result in an adverse impact on competition for the purposes of this procurement.

The types of interests and relationships that may need to be disclosed include investments, shareholdings, trusts or nominee companies, company directorships or partnerships, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary, social or personal relationships that could or could be seen to impact upon your responsibilities and existing or previous involvement that could create a potential, actual or perceived conflict.

The Applicant should also notify GLA where it or another part of its business has advised GLA on this project or programme previously.

If response is yes to any of the questions below please provide full details as a separate attachment

Questions	Yes / No
Are you (the Applicant) affiliated or otherwise connected (e.g. in joint venture whether incorporated or unincorporated, partnership, alliance or as a sub-contractor/sub-consultant) with any firm that supplies products, works or services to GLA or is currently tendering to do so?	
In the past 12 months, to the best of your knowledge, has any member of your organisation or your supply chain had any direct or indirect involvement (by way of trading, sharing information, participating in industry for or jointly delivery goods/works/services) with any other company acting as a supplier to GLA?	
At any time in the past 12 months, to the best of your knowledge, has any member of your organisation or supply chain received any gift (other than promotional items) or hospitality from a supplier or employee to GLA?	
At any time in the past twelve months, have you or anyone from your organisation or supply chain given any gift (other than promotional items) or hospitality to an employee of GLA?	
Is there any occasion where you or members of your organisation or supply chain may use GLA resources (equipment, space, supplies or paid individuals) in performing paid or unpaid activities for organisations other than GLA?	
Are there any other activities not reported under the previous questions that	

<p>may give rise to a conflict of interest with respect to their work with GLA e.g. through personal or working relationships with current or former employees or through prior employment with GLA or third party suppliers or in connection with the London Development Panel 2? Specifically, have you been involved in providing any previous design or consultancy advice relating to the project.</p>	
---	--

I, as representative of all companies associated with the Applicants submission, hereby confirm that I have read and understood the above statements and that I will make full disclosure of interests, relationships and holdings that could potentially result in a conflict of interest.

I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify GLA promptly and no later than 28 days after becoming aware of such information and undertake to take such action as GLA may reasonably direct.

Signature:	
Name:	
Designation:	
Company:	
Date:	

## Appendix H

### Non-Collusion Declaration

Refusal to give this declaration and undertaking will mean that this SQ submission will not be considered.

You will be asked to re-confirm the validity of this declaration at ITT Stage.

### Declaration

Expression of interest for: London Development Panel 2

I / We declare that:

We have submitted a bona fide response to GLA's SQ and that I / We have not fixed or adjusted any responses or information provided in accordance with any agreement with any other person.

I / We have not done and I / we undertake that I/ we will not do at any time before the contract is awarded:

- Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tenders;
- Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; or
- Offer or pay or give or agree to pay any sum of money 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 tender or proposed tender for the London Development Panel 2.
- Any act or thing of the sort described above.

I/ We agree that the terms of the above declaration will form part of any contract with GLA, their servants or agents resulting from the acceptance of my / our tender and that any breach of this declaration and undertaking will be deemed to be a breach of that contract entitling GLA, their servants or agents to determine my / our employment under that contract.

Signed		Date	
Position			
For and on behalf of:			

## **Appendix I**

### **Consortium Acknowledgment Form**

This acknowledgement form must be completed where the Applicant expresses interest as a Consortium. The form must be signed and completed by an authorised representative of the Lead Party and each and every Consortium Member.

### **Declaration**

1. We the undersigned confirm that we are the actual/proposed members of the Consortium arrangement referred to in the Application.
2. We confirm that the Lead Party referred to below is authorised to act as our representative in all matters relating to this pre-qualification process and as such is able to provide undertakings and enter into legally binding obligations on our behalf.

### **Applicant**

Consortium name:

### **Lead Party (of the Consortium)**

Name of organisation:

Signed by: [signature]

Name: [print full name]

Position: [confirm position in organisation]

For and on behalf of: [state organisation name]

Date:

### **Parties (i.e. each Consortium Member)**

Signed by: [signature]

Name: [print full name]

Position: [confirm position in organisation]

For and on behalf of: [state organisation name]

Date:

### **Parties (i.e. each Consortium Member)**

Signed by: [signature]

Name: [print full name]

Position: [confirm position in organisation]

For and on behalf of: [state organisation name]

Date:

**Repeat as necessary for each Consortium Member**