

SSE Plc Pre Qualification Questionnaire

1277 - Non Operated Plant Hire

PASS FAIL QUESTIONS

1	Does your company provide Plant Hire without an operator?
2	Does your company provide a delivery and collection service for your Plant?
3	Do you have a Service/Inspection & Testing programme in place?
4	Do you provide relevant documentation with the equipment on delivery ie Service date Loler Cert and any Test certs that are applicable to that equipment?
5a	Is your company able to service any of the following areas: Scottish Highlands & Islands (Western Isles, Caithness, Sutherland, Orkney, Skye, Highlands)?
5b	Is your company able to service any of the following areas: South Caledonia (Angus, Stirling, Argyll & Bute, Dundee, Perth & Kinross, North Ayrshire)?
5c	Is your company able to service any of the following areas: North Caledonia (Aberdeenshire, Moray, Aberdeen City, Shetland)?
6a	Is your company able to service any of the following areas: Wessex (Dorset, Devon, Somerset)?
6b	Is your company able to service any of the following areas: South East England (Hamshire, Sussex)?
6c	Is your company able to service any of the following areas: Thames Valley (Berkshire, Surrey)?
6d	Is your company able to service any of the following areas: Ridgeway (Oxfordshire, Wiltshire)?
7	Is your company bidding for Scotland Lot 1 - Small Plant
8	Is your company bidding for Scotland Lot 2 - Non Mechanical Plant
9	Is your company bidding for Scotland Lot 3 - Heavy Plant
10	Is your company bidding for Scotland Lot 4 - Material Handling
11	Is your company bidding for Scotland Lot 5 - Trenching & Shoring
12	Is your company bidding for Scotland Lot 6 - Powered Access
13	Is your company bidding for Scotland Lot 7 - Welfare & Site Accomodation
14	Is your company bidding for Scotland Lot 8 - Ad Hoc Plant Hire
15	Is your company bidding for Scotland Lot 9 - Sustainable Solutions
16	Is your company bidding for England Lot 1 - Small Plant
17	Is your company bidding for England Lot 2 - Non Mechanical Plant
18	Is your company bidding for England Lot 3 - Heavy Plant
19	Is your company bidding for England Lot 4 - Material Handling
20	Is your company bidding for England Lot 5 - Trenching & Shoring
21	Is your company bidding for England Lot 6 - Powered Access
22	Is your company bidding for England Lot 7 - Welfare & Site Accomodation
23	Is your company bidding for England Lot 8 - Ad Hoc Plant Hire
24	Is your company bidding for England Lot 9 - Sustainable Solutions
25	Only answer this question if you are bidding for Lot 6 (Powered Access) - Is lifting equipment or Booms supplied with insulated fibre glass baskets?
26	Only answer this question if you are bidding for Lot 3 (Heavy Plant) - Trailers and other towed equipment must be supplied with a 40mm towing eye. Are you able to supply these?

1	General Information
1.01	Company Name (or the lead company from your proposed joint venture / collaboration).
1.02	Company Registration Number (or lead company from joint venture/ collaboration)
1.03	Applicant Legal Status (e.g. Sole Applicant, Joint Venture, Partnership etc)
1.04	Parent Company Name
1.05	Company registered address
1.06	Total number of employees
1.07	ITT Point of Contact - Name
1.08	ITT Point of Contact - Contact Number (Mobile/Telephone)
1.09	Email address for ITT if successful through PreQual
1.10	Existing SSE Supplier Number (if known)
2	Exclusion Grounds
2.01	Has the applicant been convicted of any of the offences prescribed under section 57 of the Public Contracts Regulations 2015. If yes, the applicant shall provide a statement confirming the details and evidence of self cleaning where applicable.
3	Governance & Management
3.01	In the last 5 years has the applicant company, your JV Partners or primary sub-contracts had any similar contracts terminated prematurely and/or had damages claims or other comparable sanctions successfully brought against you for any significant or persistent deficiencies in performance of a substantive requirement of the contract.
3.02	If answered yes to Q3.01, please provide the number of incidents with details and evidence of improvement and risk mitigation where applicable. Please note that responses to this question will be kept confidential but the Authority reserves the right to exclude Suppliers from the process if considered to present an unacceptable risk to the Authority. Scoring Methodology Insufficient Evidence of Reform = Fail Detailed Evidence of Reform = Pass ("Reform = Measures taken by the Supplier (or relevant person/entity) are sufficient to demonstrate its reliability despite the existence of the relevant ground for exclusion")
4	Financial Standing
4.1	Bidding Entity credit score rating - no action is required from the Bidder. SSE Plc will run a financial credit report on your company for the purpose of reviewing the financial risk associated with your organisation. If the company appears to present a high risk, SSE Plc reserves the right to exclude you from the process. It is your responsibility to ensure that information held by Companies House is up to date. Please confirm you understand.

5	Insurance
5.1	The applicant must provide evidence of: Employers Liability Insurance
5.2	The applicant must provide evidence of: Public Liability Insurance
5.3	The applicant must provide evidence of: Product Liability Insurance
5.4	Any Other relevant insurances (i.e. Third Party Motor Insurance)
6	Health and Safety
6.1	Does the Bidding Entity have a documented and signed Health & Safety Policy? If yes, please attach a copy. Scoring Methodology: Yes and copy attached = Pass, No = Fail
6.2	Does your organisation operate a Health and Safety Management System operated to BS OHSAS 18001 (or equivalent) and certified by an independent competent body (such as UKAS or equivalent)? If yes, please attach the independent certificate. If your organisation does not have any such certification in place, please provide details of your organisation's approach to the processes, people and management systems in place required to adequately manage the Environment, Health and Safety requirements of a service of this nature Please attach evidence.
6.3	Please confirm whether your organisation or any directors have been in receipt of enforcement/remedial orders in relation to Health and Safety within the past 3 years, by the relevant H&S Executive body. If you answered Yes, please provide details of safety enforcement notices, prohibition notices or prosecutions occurred within your organisation in the past 3 years. Please add relevant attachments. No = PASS Yes but sufficient evidence of reform = PASS Yes but nil evidence of reform = Fail
6.4	Please describe your company's procedures for recording and reporting of accidents/incidents. Please provide an example of a recent incident and investigation, and how the learning was shared. Scoring Methodology: A "Good Response" should clearly demonstrate that the bidding company keeps a readily accessible record of incidents, including reportable injury, disease or dangerous occurrence. Records must include the below & be kept for 3 years: a) The date, time and place of the event b) Personal details of those involved c) Brief description of the nature of the event or disease and what first aid was given d) What happened to the person immediately afterwards (i.e. went home, resumed normal duties, went to hospital etc.) e) Name & signature of the first aider or person dealing with the event. Provides evidence of a root cause analysis during the incident investigation. Continuous improvement will be demonstrated by the review of incidents/events & corrective actions taken to ensure the events do not recur. Provides a document Incident Management procedure. A "Poor Response" will not provide all the information stated in the Good Response or be unclear or inaccurate.
6.5	Please provide the following so we can calculate your average AFR (Accident Frequency Rate); 1. The total number of reportable accidents both lost time and non-lost time in the last 3 years. 2. The total number of man hours worked over the last 3 years. We will use the following calculation to get the average AFR %; Number of Reportable Accidents over the last 3 years - lost time and non-lost time × 100,000 ÷ Number of Man Hours Scoring Methodology; Average over 0.7% - Score 0% Average between 0.4% - 0.699% - Score 50% Average between 0% - 0.399% - Score 100%
6.6	Provide details of your Emergency Response Plan and Procedures.
7	Environment
7.1	Does your Company have a documented Environmental Management System, operated to BS OHSAS 14001 (or equivalent) and certified by an independent competent body (such as UKAS or equivalent)? If yes, please attach the independent certificate. If no, then please attach a copy of your organisations Environmental policy.
7.2	Please confirm whether your organisation or any directors have received Environmental enforcement notices, prohibition notices or prosecutions in relation to Environmental violations within the past 3 years, by the relevant Environmental Executive body. If you answered Yes, please provide details of enforcement notices, prohibition notices or prosecutions occurred within your organisation - or for all parties within your joint venture/collaboration - in the past 3 years. Please add relevant attachments.
7.3	Have you or your subcontractors been subject to any enforcement action by either the Environment Agency or SEPA in the past 5 years? If yes, please fully explain how this was addressed.

7.4	<p>Please detail the initiatives that the Bidding Entity has implemented over the last two years to minimise and/or improve the environmental impact across all of the activities that the Bidding Entity undertake. Provide your answer on a PDF document, Ariel font 10 Scoring Methodology:</p> <p>A "Good Response"- The Bidding Entity is able to demonstrate evidenced examples with details of the implementation undertaken, the measured and monitored benefits generated against set targets and how these transfer to continuous improvement. Where policies and procedures have been implemented from the initiatives, please provide the relevant copies. Areas could include but not be limited to: (a) Reduce, reuse & recycle policies & incentives i.e. paper, waste segregation, light bulbs, batteries, printer cartridges, packaging etc. (b) Reduction of waste to landfill (c) The purchase & responsible disposal of biodegradable products (d) The purchase & use of energy efficient products and vehicles (e) Reduction of noise pollution (f) Reduction in use of chemicals & responsible action taken in relation to storage, disposal & chemical spills (g) Reduction of emissions to air, including odour (h) Reduction of emissions to water (i) Active reduction of fuel and energy usage over time.</p> <p>A "Poor response" - The Bidding Entity answer does not clearly demonstrate or the Bidding Entity is unable to provide, evidenced examples with details of the implementation and measured, monitored benefits generated against set targets</p>
7.5	<p>Please detail what the Bidding Entity has implemented over the last two years to minimise and/or improve the impact of energy consumption or emissions? Provide your answer on a PDF document, Ariel font 10 Scoring Methodology:</p> <p>A "Good response" - The Bidding Entity is able to demonstrate and understanding and can evidence examples of continual improvement with regard to their energy consumption and emissions and that of their suppliers (where applicable). Examples may include but not limited to (a) Operational and embodied carbon measuring (b) Monitoring and active carbon footprint reduction through a range of initiatives such as: the purchase & use of energy efficient products and vehicles (c) Active reduction of fuel and energy usage through optimised logistics (d) The design and use of energy efficient buildings (e) Installation of advanced energy control systems</p> <p>A "Poor Response"- The Bidding Entity answer does not clearly demonstrate or the Bidding Entity is unable to provide, evidence of a appropriate procedures for waste disposal, company initiatives to reduce re-use or recycle waste or the responsible attitude towards waste disposal.</p>
7.6	<p>Please describe how the Bidding Entity manages the removal and disposal of waste including but not limited to general waste, electrical and oil disposal and compliance to the WEE directive. In your response please provide the proportion of your waste that current goes to landfill. Scoring Methodology:</p> <p>A "Good Response" - This Bidding Entity is able to demonstrate policies and procedures relating to the removal and disposal of waste including evidence of segregation of waste, method statements, risk assessments & responsible disposal procedures. The Biding Entity will be able to clearly demonstrate how they currently ensures that any waste materials arising from their works are, wherever possible, reused or recycled so that the minimum of waste materials are sent to landfill. The response should provide evidence including relevant policy extract , procedures, valid waste carrier licences and commitment to waste reduction. A "Poor Response" - The Bidding Entity answer does not clearly demonstrate or the Bidding Entity is unable to provide ,evidenced examples with details of the implementation and measured, monitored benefits generated against set targets .</p>
8	Equal Opportunity
8.1	In the last three years has any finding of unlawful discrimination been made against the pre-qualifying company by court, industrial tribunal or equivalent body? Please select from the drop down
8.2	Has the pre-qualifying company been subject to a compliance action from the Equality and Human Rights Commission or an equivalent body in the last three years? Please select from the drop down
9	CSR and Community Engagement
9.1	Provide a copy of your Corporate Social Responsibility policy or statement (if your company produces one).
9.2	Can your organisation demonstrate that it monitors and measures the risk of slavery and human trafficking in its supply chain? Please provide evidence.
9.3	Does your company have a code of conduct for ethical behaviour that is communicated to all staff?
10	Sustainable Procurement Code
10.01	We want you to know exactly what our Sustainable Procurement Code consists of and why we want you to register. Please state that you have read and agree to these terms and conditions before you continue. https://www.sse.com/media/s0zp23nk/sustainable-procurement-code_v7_jul2021.pdf
10.2	Please confirm you have had the opportunity to review the attached Supplier Guide to the SSE Sustainable Procurement Code. https://www.sse.com/media/a41nn01s/sustainable-procurement-code-supplier-guidance.pdf
11	Living Wage
11.01	SSE have committed to being a living wage employer, which is also reflected in our supply chain. Can you confirm that you will be able to meet the requirement to pay anyone who is on site for at least two hours in any working day and for at least eight consecutive weeks, or at least sixteen working days within eight consecutive weeks, a Living Wage?
12	Technical/ Capability / Experience
12.1	What is your product replacement cycle in years?
12.2	Please provide details of your servicing and maintenance regime? Advise the frequency and inspection standard.

12.3	In the event of an incident / plant breakdown, detail the processes you currently have to ensure continuity of service to negate delay and ensure continuity of supply under this agreement. Please also provide details of your dedicated hourly response time.
12.4	Please explain how have you responded to the requirement of lower emissions and net zero government targets?
12.5	Please outline your companies process and procedures for recovering costs for lost and damaged equipment? How do you make this fair to the customer whilst promoting the good care of the equipment on hire.
13	Declaration
14.1	<p>Declaration:</p> <p>I certify that the details and information contained within this PQQ are true and accurate and best endeavours have been used not to mislead the Authority. I accept that false information contained in this application could result in exclusion from this procurement process. I agree to inform the Authority immediately of any change to the above details and information after the application has been submitted. I confirm that I have not, or will not, canvass anyone employed either directly or indirectly by the Authority or other group companies in connection with this pre-qualification process. I undertake that I will not enter in to any agreement with any other firm of person that they would refrain from participating in the pre-qualification process. I will not at any time discuss with any other person any aspect of our submission</p>