# Growing the Future

# Framework for Training Providers

# Pre-Qualification Questionnaire

## Part A

## Training Provider’s Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Training Providers Name |  | | | | |
| Address |  | | | | |
| Post Code |  | Website |  | Email |  |
| Telephone |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | | |
| Position in Organisation |  | | |
| Mobile Number |  | Email |  |

|  |  |  |
| --- | --- | --- |
| *Please complete where applicable* | | |
| VAT Registration Number | Company Registration Number | Charity Number |
|  |  |  |
| Date of registration | Date of registration | Date of registration |
|  |  |  |
| Does your organisation have any association (directly or indirectly) with the Project or any associate of the Project? | Yes/No  If ‘yes’, please provide details |  |

Please select all of the boxes that apply to you:

|  |  |  |  |
| --- | --- | --- | --- |
| Sole Trader |  | Charity |  |
| Partnership |  | Education Faculty |  |
| Limited Liability Partnership |  | Other (Please Specify) |  |
| Private Limited by Shares |  | Up to 50 Employees |  |
| Public Limited Company |  | 51 to 250 Employees |  |
| Private Limited by Guarantee |  | Over 250 Employees |  |

|  |  |
| --- | --- |
| Contact Details (for Enquiries about this Tender) - for information only. | |
| Contact Name |  |
| Position in organisation |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Mobile |  |
| Email |  |

## Grounds for Exclusions

This question set has been included as this procurement exercise is being undertaken in relation to a Welsh Government Rural Development Programme.

|  |  |
| --- | --- |
| Regulation 57 (1-7) of the Public Contracts Regulations 2015 sets out grounds on which a bidding organisation must be deemed ineligible to tender for, or be awarded, a public contract.  Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?   1. conspiracy; 2. corruption; 3. bribery (common law offence); 4. bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983; 5. fraud, including -    1. cheating the Revenue;    2. conspiracy to defraud;    3. fraud or theft;    4. fraudulent trading;    5. defrauding the Customs/HMRC;    6. an offence in connection with taxation in the European Union;    7. destroying, defacing or concealing of documents;    8. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or    9. the possession of articles for use in frauds, or the making, adapting, supplying or offering to supply articles for use in; 6. any offence listed- 7. in section 41 of the Counter Terrorism Act 2008 8. in Schedule 2 to that Act where the court has determined that there is a terrorist connection; 9. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by paragraph (f) 10. money laundering; 11. an offence in connection with the proceeds of criminal conduct; 12. an offence under section 4 of the Asylum and Immigration Act 2004; 13. an offence under section 59A of the Sexual Offences Act 2003; 14. an offence under section 71 of the Coroners and Justice Act 2009; 15. an offence in connection with the proceeds of drug trafficking; or 16. any other offence within the meaning of Article 57(1) of the Public Contracts Directive. | Yes / No |
| Note:  *The Project will not select you to tender if any of the mandatory grounds for exclusion apply, unless you have included an adequate explanation and/or mitigating factors.*  *You should check the full text of Regulation 57 of the Public Contracts Regulations 2015 and take legal advice where appropriate. The Project may make its own checks and will require you to provide a record of convictions by responding to this question.*  [*http://www.legislation.gov.uk/uksi/2015/102/contents/made*](http://www.legislation.gov.uk/uksi/2015/102/contents/made)  *If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion apply. Select ‘Yes’ if these grounds apply to any consortium member.*  *NB: If any of the mandatory grounds for exclusion become applicable after data has been submitted for a contract, you must inform the Project. Failure to do so may cause any contract awarded to be terminated.* | |

## Professional and Business Standing

Do any of the following apply to you or your organisation?

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| --- | --- | --- |
| 3.1 | Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, administration, composition with creditors or subject to relevant proceedings. | Yes / No |
| 3.2 | Has been convicted of a criminal offence related to business or professional conduct. | Yes / No |
| 3.3 | Has committed an act of grave misconduct in the course of business. | Yes / No |
| 3.4 | Has not fulfilled obligations related to the payment of taxes. | Yes / No |
| 3.5 | Is guilty of serious misrepresentation in the supply of information. | Yes / No |
| 3.6 | Is not in possession of relevant licences, certificates or membership of an appropriate organisation where required by law. | Yes / No |
| If the answer to any of these is’ Yes’ please give brief details, including what corrective action has been taken. | | |

## Insurance

It is a condition of contract participation that if successful you must have insurance at the following levels: **Public Liability £5m, Employers Liability £5m, Professional Indemnity £3m** (Note: you will need to explain whether the insurance limit is in relation to any one claim or is in aggregate). Note: It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

Failure to evidence that these insurances are in place at the point of award will result in the immediate termination of the contract. Failure to maintain the required insurance through the life of the contract will also result in immediate termination of the contract.

You may wish to attach a copy of your insurance certificates (or quotes evidencing that the required level of cover could be made available to you if your tender is successful).

If you are successful in a mini competition at Stage 2, you will be required to provide evidence that you have insurance in place to the required levels. You may wish to attach a copy of your insurance certificates with this application.

|  |  |  |
| --- | --- | --- |
| 4.1 | Value of Employers Liability insurance cover  Name of insurer  Policy number  Extent of cover (i.e. what is covered)  Expiry date |  |
| 4.2 | Value of Public Liability insurance cover  Name of insurer  Policy number  Extent of cover (i.e. what is covered)  Expiry date |  |
| 4.3 | Value of Professional Indemnity insurance cover  Name of insurer  Policy number  Extent of cover (i.e. what is covered)  Expiry date |  |

## Part B

## The Garden’s Mission

The National Botanic Garden of Wales (NBGW) is a charity dedicated to the research and conservation of biodiversity, to sustainability, lifelong learning and the enjoyment of the visitor.

|  |  |  |
| --- | --- | --- |
| 1.1 | Do you agree to work alongside the NBGW to meet the three key objectives of conservation, education and inspiration? | Yes / No |
| 1.2 | Do you agree to support the Project in championing Welsh horticulture, plants for pollinators, the protection of wildlife and the virtues of growing plants for food, fun, health and well-being? | Yes / No |
| 1.3 | Do you agree to practise and support the use of peat free and pesticide free materials/products? | Yes / No |

## Equal Opportunities

|  |  |  |
| --- | --- | --- |
| 2.1 | Do you agree to adhere to the following:  The NBGW does not discriminate on the basis of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of England and Wales. | Yes / No |
| 2.2 | Have you or your organisation been prosecuted for failing to comply with any of the following legislation?  Race Relations Act 1976 and Amendment Act 2000;  Disability Discrimination Act 1995;  Sex Discrimination Act 1975;  Equal Pay Act 1975;  Employment Equality (Religion or Belief) Regulations 2003;  Employment Equality (Sexual Orientation) Regulations 2003;  Employment Equality (Age) Regulations 2006  Equality Act 2010 | |
| 2.3 | Can you confirm you comply with legislation as detailed on 2.2? | Yes / No |
| If you or your organisation have been prosecuted under any of the above Acts please give brief details. | | |

## Disclosure and Barring Service (DBS)

|  |  |  |
| --- | --- | --- |
| 3.1 | Do you and/or your relevant staff hold a valid DBS certificate? | Yes / No |
| 3.2 | Can you confirm you are willing to obtain a DBS certificate, if appropriate. | Yes / No |
| 3.3 | Do you grant the Project permission to undertake a DBS check, if appropriate? | Yes / No |

If you are successful in a mini competition at Stage 2, you may be required to provide evidence that you hold a valid DBS certificate. You may wish to attach a copy of your DBS certificates with this application.

## Health and Safety Policy

The Project will not select you to tender if the company/individual has been prosecuted or served notice under health and safety legislation unless there is clear evidence that decisive and comprehensive action has been taken to remedy the situation.

|  |  |  |
| --- | --- | --- |
| 4.1 | Do you agree to ensure, so far as reasonably practicable the health, safety and welfare of all employees, course attendees and also any other person affected by your activities? | Yes / No |
| 4.2 | Do you agree to submit Risk Assessments prior to training delivery? | Yes / No |
| 4.3 | Can you confirm you agree to undertake a Health & Safety Induction at the NBGW, if appropriate. | Yes / No |

## Data Protection

|  |  |  |
| --- | --- | --- |
| 5.1 | Please confirm that you agree to comply with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 in relation to all dealings with the NBGW. | Yes / No |
| 5.2 | Do you agree to comply with the Project’s administrative requirements, ensuring data relating to course attendees is not collected, stored or used for any other purpose? | Yes / No |

## Welsh Language

The Project is looking for demonstration of a commitment to the Welsh Language Measure such as a Welsh Language Policy.

|  |  |  |
| --- | --- | --- |
| 6.1 | The Welsh Language Measure 2011 confers upon the NBGW a duty to ensure that the Welsh language should be treated no less favourably than the English language, and that persons should be able to live their lives through the medium of the Welsh language if they choose to do so. Would you be supportive of these principles in any work you were contracted to do for the NBGW? | Yes / No |

## Part C

## Scoring

|  |  |
| --- | --- |
| Providers will be required to deliver training on behalf of Growing the Future in their areas of expertise (Please read the specification to fully understand what this entails). We are seeking providers who are qualified/experienced in delivering their areas of training and **who can also ensure compliance with the Project’s administrative requirements**. Please therefore try to include examples in response to the following question which not only evidence your ability to deliver the training you are offering, but which also evidence your ability to comply with clients’ administrative requirements. | |
| Assessment criteria | |
| 1.1 | **Delivery Record**  **Please provide three recent (within the past three years), relevant examples of having delivered training to project participants on behalf of a client.**  Please include:   * A brief description of the project and the training delivered, highlighting any relevance to this project (particularly in terms of administrative requirements) * Dates over which the training was delivered * Client name including key contact, email address and telephone number * Contract value |
| Pass/fail – you pass if you satisfactorily answer all points and you fail if you do not provide all of the information requested and or fail to provide relevant examples. |
| 1.2 | **Training**  Please provide information on the relevant training that you could deliver through Growing the Future to contribute towards the achievement of the Project’s aims. Please complete the Excel Course Details list as an appendix with all relevant course details. Please ensure you only include training which is relevant to the horticulture industry (for example, we will not be looking for Food Hygiene Training etc.). |

## Part D

## Geographical Location

Please select below which regions within Wales where you can actively deliver training courses by putting a ‘x’ in the selected boxes. By selecting a region there will be an expectation for you to deliver training courses within the region.

|  |  |  |
| --- | --- | --- |
|  | **Region** |  |
| 1 | North Wales (Anglesey, Conwy, Gwynedd, Denbighshire, Flintshire, Wrexham) |  |
| 2 | Mid Wales (Powys) |  |
| 3 | South West Wales (Pembrokeshire, Carmarthen, Ceredigion) |  |
| 4 | South East Wales (Swansea, Neath Port Talbot, Bridgend, Rhondda, Vale of Glamorgan, Cardiff, Caerphilly, Torfaen, Newport, Monmouthshire) |  |
| 5 | Pan Wales delivery |  |
| 6 | Other e.g. NBGW only |  |

## Training Courses

Please select under which course Lots you are able to deliver training by putting a ‘x’ in the selected boxes. For more detail please refer to the DPS document.

|  |  |  |
| --- | --- | --- |
|  | **Lots** |  |
| 1 | Practical Horticulture |  |
| 2 | Science & Horticulture |  |
| 3 | Horticulture & Art |  |
| 4 | Horticulture & Crafts |  |
| 5 | Horticulture Short Courses |  |

## Sub-Contracting

If you intend to use a subcontractor, you will be responsible for ensuring due diligence on your subcontractors.

|  |  |
| --- | --- |
| If you intend to sub contract to deliver part of the courses, please list the names and addresses of any training providers that you intend to Sub-Contract as part of the delivery. If you are sub-contracting any element, what actions will you take to ensure they meet the criteria set out in this PQQ e.g. insurance, legal requirements?  (Max 100 Words) | |
| Name & Address |  |
| Name & Address |  |
| Name & Address |  |

**Tender for the Approved Framework of**

**Training Providers for**

**Growing the Future**

**Declaration**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Phone Number |  |
| Email |  |
| I/We, the undersigned, having examined the Tender Documents in respect of the above Framework—  (i) confirm that I/We have fully satisfied ourselves as to the nature of the requirements of the National Botanic Garden of Wales detailed therein and as to My/Our abilities and experience in all respects to fully satisfy these requirements;  (ii) offer to supply the Works in accordance with the requirements of the Specification, Conditions of the Framework and Tender Documentation  (iii) confirm that I/We have read and fully understand all the Tender Documents and complied with the specific requirements and instructions set out therein;  (iv) agree that this Tender shall remain open for acceptance by the National Botanic Garden of Wales and shall not be withdrawn for a period of 90 days from the closing date for receipt of Tenders; | |
| Signature |  |
| Date |  |