PRE-QUALIFICATION QUESTIONNAIRE

TENDER FOR THE SUPPLY OF: ACTUARIAL SERVICES

REF: GLA/ACT/0550

OJEU REF: 2008/S 39-054341

Note to all applicants:
In the first instance suppliers are asked to register their expressions of interest on www.delta-ets.com, completing and then submitting their Select Certify company profile for publication to the system. Once you have completed this company profile in full, please submit using the following response number: R-1321-1693 by 14:00 hours GMT on the 25th March 2008. This is a response list only and you will be sent a PQQ/should download a PQQ from our Buyer Profile (http://nlb.g2b.info) for completion and submission to NLB no later than 26th March 2008 at 14:00 hours GMT. If you have any queries on any aspect of this please contact Fiona Lynch, Commercial Manager on Tel: 0131 473 3131 ASAP.

Please ensure that you have registered interest before returning a PQQ document to NLB.

If you are experiencing problems, then please contact the Delta helpdesk on helpdesk@delta-ets.com or call 0845 270 7050 for further assistance. Should you require any assistance or instructions on how to complete your Select Certify, please contact the Delta Helpdesk in the first instance. If you have registered and have forgotten your Username and Password, please click on the forgotten password link on the Delta-ets homepage. Please keep this USERNAME and PASSWORD secure, and do not pass it to any third parties.

Please ensure that you allow yourself plenty of time when responding to this invite prior to the closing date and time for registration and also returning a PQQ to NLB.
Introduction

All information contained within this pre-qualification questionnaire (PQQ) will be used to inform the GLAs project team relating to this project alone.

Prospective Suppliers are advised to answer all questions. Text marked with an asterisk * indicates information that must be returned. While a lack of response may not preclude you from consideration, the GLAs will request no further information before the evaluation of responses and the issuing of the invitations to tender. Therefore it is in your interest to ensure that your submission is complete at the time of sending. You may provide additional information, if relevant, with your PQQ submission.

All questionnaires returned will be evaluated and a short list shall be formed. Only shortlisted suppliers will receive an invitation to tender. It is anticipated that the shortlist will consist of between 5 and 8 suppliers, unless there are insufficient qualified applicants.

Background Information

The General Lighthouse Authorities (GLAs) are the organisations responsible for providing Aids to Marine Navigation around the coastline of the United Kingdom and Republic of Ireland including the Channel Islands and the Isle of Man. They are the Commissioners of Irish Lights (CIL), Commissioners of Northern Lighthouses operating as the Northern Lighthouse Board (NLB) and the Corporation of Trinity House (TH).

In the furtherance of their duties the GLAs have various bases and assets, owned, leased and contracted, around Great British and Irish coastlines including depots, ships, boats and helicopters.

The principal maritime assets are multi function tenders (MFTs) with helicopter-operating capabilities, the tasks of which are to supply stores, fuel, water, materials, equipment and personnel to service, maintain, construct and repair various types of floating and fixed Aids to Marine Navigation (AtoN).

For further information please see the following websites: www.cil.ie, www.nlb.org.uk and www.trinityhouse.co.uk.
PENSION SCHEMES

The pension entitlement of most of the employees of the GLAs arises under three separate internally defined benefit pension schemes.

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>GLA</th>
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</thead>
<tbody>
<tr>
<td>Northern Lighthouse Pension Scheme</td>
<td>Northern Lighthouse Board</td>
</tr>
<tr>
<td>Trinity House Lighthouse Service Pension Scheme</td>
<td>Trinity House</td>
</tr>
<tr>
<td>Commissioners of Irish Lights Pension Scheme</td>
<td>Commissioners of Irish Lights</td>
</tr>
</tbody>
</table>

The pension benefits of the schemes are determined by the Secretary of State for Transport under Section 214 of the Merchant Shipping Act 1995. The Secretary of State has determined that the rules of the Principal Civil Service Pension Scheme (PCSPS) shall apply. Each GLA therefore operates the four elements of the PCSPS i.e. “Classic”, “Classic Plus”, “Premium” and “Nuvos”, within their overall scheme.

Compensation for premature loss of office is determined in accordance with the provisions of the separate compensation schemes, operated by direct analogy with the Civil Service Compensation Scheme 1994.

The UK schemes fall within the definition of “Public Service Pension Schemes” in Section 1 of the Pension Schemes Act 1993 and therefore do not require to be separately funded. The schemes are therefore operated on a non-contributory, “pay-as-you-go” basis with the exception of contributions made to provide widows’, widowers’ and partners’ pension and in a number of cases voluntary contributions are made by employees for the purchase of added years of service or added pension.

All the schemes are contracted out of the State Second Pension (S2P) formerly known as State Earnings Related Pension Scheme (SERPS).

Certain categories of Republic of Ireland based employees within the Commissioners of Irish Lights do not qualify for a contributory State Retirement Pension as they are required to pay a reduced rate of Pay Related Social Insurance.

The GLAs also offer Partnership Pension Account (PPA), Stakeholder Pensions, and Additional Voluntary Contributions (AVC) schemes under the Civil Service “by analogy” arrangement. In these cases the Treasury negotiate the arrangements and the GLAs can take advantage of these centrally made arrangements.

The GLAs also have active and retired members in the Merchant Navy Officers Pension Fund (MNOPF) which is a defined benefit scheme providing benefits based on final pensionable salary. The MNOPF is a funded multi-employer scheme.
Funding

The GLAs are financed by advances made by the Department for Transport from the General Lighthouse Fund the principal source of income for which is from Light Dues levied on shipping using ports in the United Kingdom and the Republic of Ireland. These advances, based on the annual cash requirements of the GLAs, finance both Revenue and Capital Expenditure and include pension costs.

The General Lighthouse Fund is a distinct and separate fund set up under Statute. The Secretary of State for Transport acts as quasi-trustee. The Fund receives no UK Exchequer funding, however it does receive an annual subvention from the Irish Government in respect of the operations of the Commissioners of Irish Lights.

Within the Republic of Ireland, the Commissioners of Irish Lights have been exempted by Statutory Instrument from the provisions of Part IV (Funding Standard) of the Pension Act 1990.

Increases to pensions are based on movement in the Retail Price Index (Trinity House and Northern Lighthouse Board) and increases in pay in the pensioners’ former post (Commissioners of Irish Lights).

Although long-term forecasts of the income and expenditure, including pensions, are regularly prepared and reviewed funds for pensions are not separated.

Although the schemes are operated by analogy with the PCSPS the Accruing Superannuation Liability Charge (ASLC) mechanism does not apply.

Subject to Parliament approval of orders under Section 205 of the Merchant Shipping Act 1995 (which are subject to negative resolution of Parliament) the Secretary of State seeks to ensure that annual revenues are maintained at a sufficient level to meet the pension schemes’ liabilities.

On 17th December 2001 the then Department for Transport, Local Government and the Regions gave the General Lighthouse Authorities a Letter of Comfort in respect of contingent pension liabilities. The Letter was submitted to Parliament in line with the agreed procedure and states that in the unlikely event of insufficient money being available from the General Lighthouse Fund to pay pension liabilities, the Department will request funds from Parliament to make the necessary payments.

The Department for Transport has reported the contingent liability for the General Lighthouse Authorities’ pensions in their Departmental Resource Accounts for 2006/2007 and a liability of £305,000,000 (the estimated liability calculated at 31 March 2007) has been disclosed.
Powers being sought by the General Lighthouse Authorities in the Draft Marine Navigation and Ports Safety Bill

There are two key issues as far as the legislation regarding GLA pension provision is concerned.

First, there is currently no statutory provision to ring fence within the General Lighthouse Fund (GLF) the pension contributions made by GLA employees. There is a single undifferentiated fund out of which pension benefits are paid in the same way as other expenses falling due under Section 211. In other words, although pension contributions have significantly augmented the GLF, staff have no right to have those contributions applied for their benefit nor are the contributions secure against calls on the GLF.

In the interests of the GLAs and their employees, powers are being sought to secure legal separation and ring-fencing of that part of the GLF reserve that supports their pension arrangements and in particular the contributions made by previous and current employees.

Secondly, the current powers appear to preclude the establishment of separately funded pension arrangements for GLA staff. The scope for establishing a separately funded pension scheme under current legislation has been raised with Counsel on several occasions. In November 2005 the three GLAs and DfT held a Conference with Counsel to discuss the scope for establishing separately funded pension arrangements for new staff. The conclusion was that it was somewhat doubtful that the GLAs could establish separately funded arrangements under current legislation. By extension the GLAs could not participate in a multi-employer scheme operated by a third party such as the Principal Civil Service Pension Scheme.

The GLAs wish to remove the reliance on the GLF for providing pension benefits for new employees. In particular they wish to set up a funded arrangement separate from the GLF for such staff. If the requirement for the services provided by the GLAs diminishes, or ceases due to technological advances, and the levies currently paid by ships and shipping organisations to the GLF diminish or cease to be paid, there could be a reliance on the GLF to exist simply to pay pension benefits on a pay-as-you-go basis, something which is not acceptable to the GLAs or current Light Dues payers. Alternatively, the liability could fall on the Exchequer under the terms of the Letter of Comfort provided by the Secretary of State in respect of the security of the GLAs’ pensions. Steps therefore are being taken to ensure that the pension arrangements for new employees are not dependent on the continuance of the GLF.

The proposed powers will place beyond doubt that the GLAs and the Secretary of State may establish separately funded pension arrangements for GLA staff.
Payments

The pension liabilities of the GLAs are charged to the General Lighthouse Fund as they fall due on the following basis:-

(i) Regular payments to pensioners/widows/widowers/children;

(ii) Lump sums paid to new pensioners and preserved lump sums coming into effect;

(iii) Annual compensation payments paid to those members who retire in advance of minimum retirement age (60);

(iv) Accrued benefits due to scheme members who leave and who opt to have such benefits transferred to another pension scheme;

(v) Injury benefits;

(vi) Refunds of widows/widowers pension contributions at leaving and/or age 60;

(vii) Contributions Equivalent Premium paid to HMRC for scheme members leaving without a pension entitlement.

Reduced by:

(vii) Contributions made by employees during the year in respect of widows/widowers and added years or added pension;

(viii) Accrued benefits transferred from other pension schemes in respect of scheme members.

Accounting


The GLAs did not comply with the Statement of Standard Accounting Practice (SSAP) 24 - Accounting for Pension Costs – the predecessor to FRS 17.
Issues

In 1997 the GLAs agreed to work towards a position where they:

1. Fully comply with UK Generally Accepted Accounting Practice (UK GAAP) and Statement of Standard Accounting Practice (SSAP) 24 in the accounting for pension costs;
2. Protect the pension rights of all current employees and pensioners;
3. Ensure that the funds used for pensions are kept separate from the operating funds of the GLAs to give greater security of members' benefits.

Summary of Requirements

We anticipate that the scope of work will cover the following two lots:

Lot One covers the work that the GLAs will require on their existing pension arrangements. Lot Two covers the work on developing new pension arrangements that will depend entirely on UK primary legislation and parallel legislation in the Republic of Ireland giving the GLAs wider powers.

Lot One

1. Completion of statutory documentation requiring actuarial certification or advice;
2. Full actuarial valuation of pension liabilities by a range of methods;
3. Annual valuations to allow the GLAs and the General Lighthouse Fund to comply with the requirements of FRS 17;
4. Advice on actual and proposed changes in UK and Irish pensions legislation that will affect the GLAs;
5. Additional ad-hoc advice on pension issues.

Lot Two

1. Advice on new powers for pension provision
2. Advice, assistance and funding projections to help establish a funded pension scheme;

The contract may be awarded in whole or in part, however, we reserve the right not to make an award.
Contract Information

This contract shall be a contract for the supply of Actuarial Services.

The contract may be awarded in whole or in part, however the GLAs reserve the right not to make an award. Any quantities referred to within this PQQ will be indicative and official order(s) will be issued for requirements during the contract period. If the contract is awarded to more than one supplier, the GLAs reserve the right to place contract orders with the Contractor of their choice.

This contract periods shall be:

Lot 1 4 years plus the option to extend by up to 48 months
Lot 2 Subject to Ministerial approval and best advice, to be agreed with the successful Tenderer for up to 8 years maximum

PQQ Process

Expressions of interest in the Form of this Pre Qualification Questionnaire will be used to form a shortlist of suppliers who will be invited to tender.

All enquiries must be addressed to Fiona Lynch and made in writing (email is the preferred option). You should be aware that it would be the intention of the GLAs to circulate all queries and enquiries received to all interested parties in writing together with our response. The source of the question will not be disclosed. Completed Pre Qualification Questionnaires should be forwarded using the label provided to:

Fiona Lynch
Commercial Manager
Northern Lighthouse Board
84 George Street
Edinburgh
EH2 3DA

Fax: 0131 473 2436
Email: fional@nlb.org.uk

The closing date for receipt of expressions of interest is Wednesday 26 March 2008 at 14:00 hours. Email and Facsimile copies will only be accepted if the original is received within two working days of this deadline. It is in your interest to ensure that all the information requested is provided in your PQQ submission and that your submission reaches us by the closing date.

Whilst PQQs must be returned in hardcopy using the label provided, you can also email your PQQ submission to pqq@nlb.org.uk if you wish to ensure delivery before the deadline. Please put “PQQ Ref: GLA/ACT/0550” as the subject of the email. We have no limit on the size of email received however to ensure that there are no receipt problems please limit email size to no more than 10 Mb and there is no limit on the number of emails sent. This email box is only opened following the deadline and the above procedure still applies. PQQs received after the closing date will not be considered.
Invitation to Tender Selection Criteria

The following criteria and weightings shall be used to assess the Pre-Qualification Questionnaires received with a view to forming a short list of suppliers to be invited to tender:

- References & Reference Sites 10%
- Financial Viability 20%
- Membership/Accreditation etc 10%
- Company Background Information 10%
- Training and Development of Professional Staff 10%
- Experience including dealing with UK and Republic of Ireland pension legislation and professional standards; and working with public sector pension schemes in UK and Republic of Ireland 40%

Contract Award Criteria

The full and final criteria will be published in the Invitation to Tender Documentation. The GLAs reserve the right to award the contract in whole or in part and to make no award of contract if necessary.

Timetable

Indicative dates for the activities of this exercise

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
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<tbody>
<tr>
<td>Issue contract advert calling for expressions of interest and issue PQQ to interested parties for completion</td>
<td>22 February 2008</td>
</tr>
<tr>
<td>Latest date PQQs can be requested</td>
<td>25 March 2008</td>
</tr>
<tr>
<td>Closing Date for Receipt of PQQs</td>
<td>Wednesday 26 March 2008 at 14:00 hours</td>
</tr>
<tr>
<td>PQQ Analysis and selection of shortlist for ITT</td>
<td>27 – 11 April 2008</td>
</tr>
<tr>
<td>Issue ITT</td>
<td>18 April 2008</td>
</tr>
<tr>
<td>ITT Return Deadline</td>
<td>Friday 30 May at 14:00 hours</td>
</tr>
<tr>
<td>ITT Evaluation – Stage 1</td>
<td>4 – 13 June 2008</td>
</tr>
<tr>
<td>ITT Evaluation – Stage 2 Interviews, Visits etc</td>
<td>18-24 June</td>
</tr>
<tr>
<td>Mandatory standstill of intent letter</td>
<td>Late June 2008</td>
</tr>
<tr>
<td>Contractor completion</td>
<td>Mid July 2008</td>
</tr>
<tr>
<td>New Contract Commences</td>
<td>To be agreed</td>
</tr>
</tbody>
</table>

Invitations to Tender

All PQQs received by the closing date will be evaluated and only those shortlisted will be invited to tender. It is intended that the tender list will comprise of between 5 and 8 suppliers, unless there are insufficient qualified applicants.

Please be aware that if you are invited to tender, we may request to visit your premises, or undertake any appropriate action required as part of the tender evaluation and you may also be asked to attend an interview and make a formal presentation to the our project team. (The dates are indicated in the above timetable)
Freedom of Information Act 2000*

The Northern Lighthouse Board is a public authority in terms of the Freedom of Information Act 2000 and is under a duty to disclose information relating to all contracts it enters into with third parties with the exception of information of which the disclosure (a) would constitute an actionable breach of confidence owed to the party providing the information; or (b) would be likely to prejudice the commercial interests of the party providing the information. This also applies to information supplied to us during the tendering process. Our scheme for disclosing information is available from our website at www.nlb.org.uk

Please advise us of any information provided to us which should not be disclosed and the reason why it should not be disclosed so that we do not disclose any information during or subsequent to the tendering process, which you believe, may be exempt from the duty to disclose. This should be included in this part of your PQQ return or as an appended statement with your tender return.

Potential Grounds for Disqualification*

- Incomplete PQQ
- Late submission of PQQ
- Incorrect, or changes to, information supplied in PQQ
- Lack of confidentiality
- Undeclared collusion with other companies – the form on Page 11/12 must be fully completed. If you wish to make any declaration of intent please ensure this information is provided with your submitted PQQ.
- Failure to follow instructions given in PQQ
- Whether or not your organisation, company, or group of companies, or partnership or the Directors of your organisation, company, or group of companies, or partnership;
  - is in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, and composition with creditors or any analogous state, or subject to relevant proceedings;
  - has been convicted of a criminal offence related to business or professional conduct, or of grave misconduct;
  - in the course of business has not fulfilled obligations relating to payment of social security contributions or of taxes;
  - is guilty of serious misrepresentation in supplying information required by NLB under the PUBLIC SERVICES CONTRACTS REGULATIONS 1993 (SI 1993 No 3228) or is or has been so guilty in connection with any other tender under any part of United Kingdom or Republic of Ireland public procurement legislation.
- is not in possession of a licence or not a member of the appropriate organisation where the law of that State requires it;

In the case that any of the above questions have been answered in the affirmative, please outline the relevant explanation.
DECLARATION OF NON-COLLUSION*

1. The Supplier certifies to the General Lighthouse Authorities that this is a bona fide offer of services, intended to be competitive, and that this offer of services has not been affected by any arrangement or agreement with any other person(s), firm(s) or company(ies). The Supplier certifies that it has not (nor has any employee, agent, officer or representative of the Supplier), at any time prior to the time and date set for return of this tender:

1.1. communicated to any third party(ies) (nor will it or any employee, agent, officer or representative of the Supplier) communicate to any third party between the time of the Supplier’s submission of its tender and the date of the award of any contract pursuant to the Invitation to Tender the nature or detail of the Supplier’s offer of services in respect of the Invitation to Tender (including without limitation proposed tender responses, service and service delivery elements, personnel, data, know how, trade secrets, prices and/or pricing structure, except where such disclosure was necessary to obtain insurance cover or sureties to support the offer;

1.2. entered into any agreement, formal or informal, with any third party, whereby the Supplier has agreed or arranged to refrain from offering services pursuant to the Invitation to Tender, or to collude as to the nature of the offer to be submitted;

1.3. offered or made any inducement to any third party with a view to affecting the propriety of the tendering process in any way; nor will it make or offer any such inducements.

2. The Supplier declares that the services offered are are not* affected by any prospect of a subsidy or other assistance from government or other public authority.

2.1. Details of subsidy or other assistance from government or other public authority are as follows+;

* delete as appropriate
+ provide details of scheme, source of funds and amount

2.2. The Supplier certifies that any such subsidy or any other assistance from government or other public authority is fully compliant with all relevant national and European competition law.

3. The Supplier confirms that it has not acted in any way, which is, or could reasonably be regarded as, in restraint of free competitive bidding in respect of the Supplier’s response to the Invitation to Tender.

4. The Supplier shall ensure that its employees, agents, officers and representatives are made aware of the nature of this declaration and the Supplier shall ensure that such persons adhere to this declaration as if they had individually granted it.

5. The officer signing this declaration on behalf of the Supplier confirms that it has done so after making due, careful and diligent enquiry in respect of the responses contained herein.
6. This declaration shall be governed in all respects and construed in accordance with Scots Law.

7. Signed for and on behalf

of:........................................................................................................

by:........................................................................................................

Name: (BLOCK CAPITALS)
........................................................................................................

Position:........................................... Date:........................................

Witness:

.................................................... Signature
.................................................... Full Name
.................................................... Address
.................................................... Address

Note This declaration must be completed and returned with your submission. Failure to complete this may result in your submission being excluded from consideration.
INFORMATION TO BE PROVIDED*

Please provide the following information as an attachment to this questionnaire. You must provide answer each point and if the point does not apply to you please indicate in your return the points that are not applicable.

For those who are self-employed, small businesses or newly established you need only provide the appropriate information but please ensure you provide a short statement within your submission to advise us of your business status.

1. Basic details of your Organisation*
   1.1. Company Name, Registered Address and Owner(s) including telephone number, fax number, email address(es) and website address.
   1.2. Contact Name, Title, Address, Email and telephone numbers for enquiries regarding your submission.
   1.3. Company Registration Number and VAT Registration Number.
   1.4. Charities or other Registration number (if this applies) including the Registering Body.
   1.5. Details of address(es) from where services will/could be provided. Please include any supporting addresses or regional offices etc.
   1.6. Associated Companies (please indicated if subsidiary, parent or other relationship and provide their Company Registration number(s)).
   1.7. Please advise which status applies to your organisation
      1.7.1. A Public Limited Company
      1.7.2. A Limited Company
      1.7.3. A Partnership
      1.7.4. A Sole Trader
      1.7.5. Other (please specify)
   1.8. A Company profile including an organisational structure diagram.
   1.9. Construction and related business only: If you are registered with Constructionline, what is your registration number?
2. **Financial Information***

   **Annual Turnover**
   2.1. Please detail your turnover in the last two years (if applicable).

   **Annual Accounts**
   2.2. Please provide a copy of your last two years audited financial accounts. If interim accounts are available for this financial year, please also enclose a copy. Please note that the information supplied in this section will be used to assess your long term financial viability for this contract.

   2.3. If required can you provide a statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position? If we need this information we will contact you but you must advise if you are able to provide this.

   2.4. Please provide your Bankers details including Branch Address, Contact at Branch, Account Name, Account Number and Sort Code.

   2.5. Please state whether your bankers may be approached for a reference, should the GLAs wish to take a Bank reference you will be advised in advance.

   2.6. Please advise if you have met all your organisations financial obligations within the past year including payment of creditors and staff. If there are any aspects that have not been met please provide the reason and resolution.

3. **Business Activities***

   Please provide:

   3.1. Detail of your main business activities.

   3.2. Details of all work that would be or may be sub-contracted, including full details of Sub-Contractors.

   3.3. An indication of your other major commitments during this time, Please state whether these are firm contractual, likely or speculative.

   3.4. Please provide a list of principal similar specialist contracts held over the previous 3 years including details of the awarding authority, principal contact, nature of the services provided and contract value. (Include details of and reasons for any non-completed contracts).

   3.5. Details of any labour disputes and strike record.

   3.6. Details of any outstanding Court actions, Government enquiries, or Tribunals against you now or in the past, relevant to the provision of these services.

   3.7. If there are any areas where there may be a conflict of interest (whether now or during the contract period) please declare these.
4. **References***

4.1. Full details of three referees must be given. Each should be a current customer with a contract of a broadly similar nature to this. Preferably one referee should be from a Public Sector Body. The GLAs may contact referees directly so you must ensure that they have agreed to provide a reference on your behalf. Please include a description of the contract and an approximate annual value.

4.2. If you are unable to provide three referees you must explain why.

4.3. You must provide full details if you have had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority.

5. **Insurance***

Please provide details of all relevant insurance policies (and policy value) held including:

5.1.1. Professional Indemnity (if appropriate)
5.1.2. General all risks including public liability
5.1.3. Employers liability
5.1.4. Others held

If invited to tender you will be asked to provide copies of your insurance certificates.

6. **Quality Assurance***

Please provide details of:

6.2. If you do not have certification please provide details of your organisations quality management system.
6.3. If you have no certification or quality management system, please explain why.

If invited to tender you will be asked to provide copies of your QA certification or system.

7. **Health and Safety***

Please provide details of:

7.2. Your organisational Health & Safety at work policy.
7.3. Your Health & Safety at work system (procedure and processes)
7.4. If you do not either of these please explain why.
7.5. Your accident and incident record including RIDDOR records (Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995)
7.6. Any HSE or Local Authority Improvement or Prohibition Notice or warning letter within the past three years
7.7. If you have had any such Notices or warnings how have things been put right to prevent this happening again.
7.8. For Construction and Related Business Only: If you have membership of the CHAS (Contractors Health and Safety Scheme) what is your registration number. If you are not registered, explain why not.

If invited to tender you will be asked to provide more detailed H&S information and copies of documentation etc.
8. **Environmental Management***
   Please provide details of:-
   8.2. If you do not have certification please provide details of your organisations environmental management system.
   8.3. If you have no certification or a management system, please explain why.

   If invited to tender you will be asked to provide copies of your Environmental Management certification or system.

9. **Ethical Procurement***
   9.1. Please provide details of your ethical procurement policies including supply chain management. If you do not have such a policy please explain why.

10. **Sustainable Development***
    10.1. Please provide details of your sustainable development policy. If you do not have such a policy please explain why.

11. **Equal Opportunities***
    11.1. Please advise if your organisation has an equal opportunities policy to avoid discrimination and if not please explain why.

    If invited to tender you may be asked to provide further information.

12. **Professional and Business Standing**
    Please provide detail if any of the following apply to your organisation, or to (any of) the director(s)/partner(s) or proprietor(s):-

    12.1. Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors or subject to relevant proceedings.
    12.2. Has been convicted of a criminal offence related to business or professional conduct.
    12.3. Has committed an act of grave misconduct in the course of business.
    12.4. Has not fulfilled obligations related to payment of social security contributions.
    12.5. Has not fulfilled obligations related to payment of taxes.
    12.7. Is not in possession of relevant licences or membership of an appropriate organisation where required by law.

13. **Professional Membership***
    13.1. Please detail your technical accreditation(s), membership(s) and qualification(s) which are relevant to the provision of these services.

    If invited to tender you will be asked to provide copies of your accreditations, memberships and qualifications stated.
14. **Supporting Statement** *if you want any other specific info this is where it will be added – please let me know*

14.1. Please provide a brief initial statement explaining how you plan to deliver the required services to the GLAs including:
- Why you should be considered for this arrangement?
- How you undertake the training and development of professional staff?
- Your relevant experience with UK and ROI pension legislation and professional standards.
- Your relevant experience with public sector pension schemes in the UK and ROI.

15. **Additional Information** *

15.1. Please attach any further relevant, any qualification of application or detailed points you wish clarified if chosen to be shortlisted for an invitation to tender.

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**Questionnaire Completed by** *

I declare that to the best of my knowledge the answers/information submitted in this PQQ (and supporting documents) are correct. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to be invited to tender for the GLA’s requirements.

Name: ________________________________

Position: ______________________________

For and on behalf of: ______________________________

________________________________________

________________________________________

Email: ______________________________

Website: ______________________________

Signature: ___________________________ Date: __________

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**Further information**

If you have any queries regarding this project please do not hesitate to contact, in writing Fiona Lynch, Commercial Manager, Northern Lighthouse Board, 84 George Street, Edinburgh, EH2 3DA, Fax: 0131 473 2436 Email: fional@nlb.org.uk

All PQQ applicants will be issued in writing with any information updates or points of clarification raised with the GLAs prior to the closing date. The source of the question will not be disclosed and all PQQ applicants will be treated with confidentiality.