



Commission for Energy Regulation

An Coimisiún um Rialáil Fuinnimh

**PROCESS FOR THE DESIGNATION OF THE GAS SAFETY
SUPERVISORY BODY**

STAGE 1

PRE-QUALIFICATION QUESTIONNAIRE

(Appendix 1 of the EOI)

Issue Date: 22nd May 2008

CER/08/084A

Advisory Note:

- This Pre-Qualification Questionnaire (“PQQ”) forms part of, and is governed by, the Request for Expressions of Interest in the Process for Designation of the Gas Safety Supervisory Body, dated 22nd May 2008 (the “EOI”) and issued by the Commission for Energy Regulation (the “Commission”).
- Terms and expressions used in the EOI have the same meaning in this PQQ, save that for the purposes of this PQQ, the following terms shall have the following meanings:

“**Candidate**” means, in relation to a single member candidate, the legal person that is the candidate and, where the candidate is a consortium or group of organisations, means the legal entity formed by that consortium or group in each case (or where no such entity is formed shall refer to all members of the consortium or group collectively), as identified in response to Question 1.1 of this PQQ;

“**Candidate Member**” means, in relation to a Candidate which is a consortium or group of organisations, a legal person which is a member of that consortium or group, as identified in response to Question 1.2;

“**Sub-Contractor**” means in relation to a Candidate, a sub-contractor proposed to be used by that Candidate, identified in response to Question 1.3; and,

“**Third Party**” means in relation to a Candidate, a third party on whose resources the Candidate relies in order to prove its financial and economic standing and/or profession, identified in response to Question 1.4.

- The purpose of this PQQ and the EOI is to elicit information required by the Commission to make an assessment of whether or not the Candidate is qualified to act as the GSSB.
- The information provided in response to this PQQ may be used to determine eligibility, evaluate a Candidate’s Response against the Selection Criteria and/or to determine its economic and financial standing and technical and/or professional ability or knowledge.
- The Commission will select the Preferred Candidates, who are to be invited to submit a tender to be designated as the GSSB, on the basis of the information provided by the Candidate in response to this PQQ and the EOI and in accordance with the terms of the EOI.

Document Structure:

The PQQ is structured as follows:

- Section 1 – Candidate’s Details;
- Section 2 - Candidate’s Economic and Financial Standing;
- Section 3 - Candidate’s Experience and Technical Capability;
- Section 4 – Tax Clearance;
- Section 5 - Declarations;
- Section 6 – Checklist.

Instructions for Completing the PQQ:

1. Candidates are required to follow the format and answer all questions asked and provide any other information which is requested. Failure to do so may lead to disqualification.
2. Where a space is provided for Notes, Candidates are requested to set out any further information of relevance to the Candidate’s response to the preceding question/questions, referencing the Question Number as appropriate.
3. Boxes will expand automatically to fit content.
4. Any supplemental information requested and/or submitted should, where possible, be provided on an electronic medium (e.g. CD-ROM) together with the completed PQQ and should be clearly marked with respect to the Question Number (and Appendix Number) to which it relates. Candidates should refer to procedure set out in Section 8 of the EOI.
5. Supporting documentation or information must be concise and relevant to the question asked and be placed in labelled sub-sections within the response to the PQQ. Documentation submitted should, if applicable, refer on its cover sheet to the question number in the PQQ requesting such documentation.
6. The completed PQQ should be submitted as a single continuous document. Where any Section is required to be completed for different undertakings, these should be provided within the same document. If a table is to be completed in respect of more than one undertaking, this may be done by replicating the table for each undertaking, or by adding additional rows to each section.
7. Please read this document and the EOI thoroughly before completing this PQQ.
8. Please ensure that all Sections of this PQQ are completed and any necessary documents are attached before submitting this PQQ to the Commission.
9. Please ensure the non-exhaustive checklist of Mandatory Conditions provided in Section 6 of this PQQ is completed before submission.
10. If any part of the PQQ is not relevant to a Candidate or a member of a Candidate, please insert “n/a” and, where appropriate, provide an explanation of why the question is not relevant. Do not leave blank.
11. Where in order to prove its financial and economic standing and/or professional and technical ability and/or knowledge a Candidate relies on the resources of entities or undertakings with which it is directly or indirectly linked, the Candidate must provide evidence that it has available to it the resources of those third party entities or

undertakings which are necessary for the performance of the contract and Candidates are referred to paragraphs 5.15 to 5.16 of the EOI in this regard.

12. Please note that all financial information should be denominated in Euro, except where financial information is being provided in a certified supporting document such as a set of financial statements where it is sufficient for the information to remain in its original currency. If financial information is being converted from one currency to euro, the exchange rate used for this purpose should be clearly identified.
13. Candidates should be aware of the requirements specified in the EOI with respect to the submission of the PQQ.
14. **Candidates are specifically advised to carefully consider each and every element of any question in the PQQ. In providing a response to same, Candidates are advised to ensure that their response deals fully with any such question (and each constituent element thereof).**

SECTION 1

CANDIDATE DETAILS

1.1 Structure of Candidate

1.1.1	Name of Candidate in whose name Response is submitted (this should be the principal point of contact in the case of a consortium or group of undertakings)	
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1.1.2	Please tick the box (or boxes) below which apply:	
	a) The Candidate is a single service provider bidding to be designated as the GSSB.	Y <input type="checkbox"/> N <input type="checkbox"/>
	b) The Candidate is a group or consortium of organisations bidding to be collectively designated as the GSSB	Y <input type="checkbox"/> N <input type="checkbox"/>
	c) The Candidate intends to use third parties (who are not members of the Candidate) to provide some functions or services (i.e. it intends to sub-contract some of the functions or services of the GSSB if designated).	Y <input type="checkbox"/> N <input type="checkbox"/>

1.2 Candidate Members

1.2.1	If your answer to 1.1.2(b) is yes, please identify if the consortium or grouping is ¹ :	
	a) an incorporated company.	Y <input type="checkbox"/> N <input type="checkbox"/>
	b) not yet incorporated but will be incorporated as a company if designated as the GSSB.	Y <input type="checkbox"/> N <input type="checkbox"/>
	c) not currently proposed to be incorporated as a company.	Y <input type="checkbox"/> N <input type="checkbox"/>
	d) a partnership	Y <input type="checkbox"/> N <input type="checkbox"/>

¹ Please note paragraphs 7.18 and 8.10 to 8.12

1.2.2	If your answer to 1.1.2(b) is yes, please identify the members of the Candidate below (specifying the principal point of contact)		
	Name of Organisation	Proposed Role of Candidate Member	Proposed Percentage Involvement of Candidate Member
1			
2			
3			

1.3 Sub-Contractors

1.3.1	If your answer to 1.1.2(c) is yes, please identify the sub-contractors proposed for this bid		
	Name of Organisation	Nature of functions/ services to be provided by Sub-Contractor	Proposed Percentage Involvement of Sub-Contractor
1			
2			
3			

1.4 Reliance on Third Party Resources

1.4.1	Do you propose to rely on the economic and financial resources of any organisations who are not Candidate Members for the purposes of the Designation Process and, if designated, in connection with the performance of your functions as the GSSB?	Y <input type="checkbox"/> N <input type="checkbox"/>
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1.4.2	If the answer to 1.4.1 is yes, please identify each such organisation, the resources to be relied upon and specify the relationship between you and such organisation(s).		
	Name of organisation	Resources to be relied upon	Relationship between the parties
1			
2			
3			

1.4.3	Do you propose to rely on the technical and professional resources of any organisations who are not Candidate Members?	Y <input type="checkbox"/> N <input type="checkbox"/>
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1.4.4	If the answer to 1.4.3 is yes, please identify each such organisation, the resources to be relied upon and specify the relationship between you and such organisation(s).		
	Name of organisation	Resources to be relied upon	Relationship between the parties
1			
2			
3			

1.4.5	If the answer to 1.4.1 and/or 1.4.3 is yes, please provide evidence of ability to rely on the resources of the organisations identified in response to this Section 1.4.		
	Notes:		

1.5 Relationship between Candidate Members/Sub-contractors/Third Parties

1.5.1	Are any of the organisations identified in Sections 1.1 to 1.4 involved (directly or indirectly) in the Response of another Candidate? If the answer to this question is yes, please explain.	Y <input type="checkbox"/> N <input type="checkbox"/>
Notes: 		

1.6 Contact and Other Details

Please complete this Section 1.6 in respect of the Candidate and, where applicable, for each Candidate Member, Sub-Contractor and Third Party.

1.6.1	Name:	
	Address (registered address if a corporate entity):	
	Telephone No.:	
	Facsimile:	
	Website Address:	
	Contact Name:	
	Contact Position:	
	Contact Email Address:	
	Contact Phone Number:	
	How long has the Candidate traded under this name?	
	VAT Number:	
	Company registration number (if applicable):	
	Date of Registration (if applicable):	
	Country of Registration:	
	Chief Executive Officer/Managing Director:	
	General Manager:	
Financial Controller:		

1.6.2	Is the organisation:	i) a public limited company?	Y <input type="checkbox"/>	ii) a sole trader?	Y <input type="checkbox"/>
			N <input type="checkbox"/>		
		iii) a limited company?	Y <input type="checkbox"/>	iv) a partnership?	Y <input type="checkbox"/>
			N <input type="checkbox"/>		N <input type="checkbox"/>
		v) other (please specify)	Y <input type="checkbox"/>		
			N <input type="checkbox"/>		

1.6.3	Is the organisation a subsidiary of another company?		Y <input type="checkbox"/>
			N <input type="checkbox"/>
	If Yes, please provide the name and registered office address of:		
	(i) The holding or parent company:		
	(ii) The ultimate parent company (if applicable):		

1.6.4	Please describe the ownership structure of the organisation (providing supplemental charts if appropriate):

1.7 Candidate Background

Please complete this Section 1.7 in respect of the Candidate, and, where applicable, for each Candidate Member, Sub-Contractor and Third Party.

1.7.1 Please provide a narrative outlining the **function, objective, main activities** and **history** of the organisation.

1.7.2 What relevant professional or trade bodies does the organisation belong to:

ADDITIONAL NOTES WITH RESPECT TO CANDIDATES RESPONSE TO QUESTIONS IN PRECEDING SECTION (INCLUDE REFERENCE TO QUESTION NUMBER):

SECTION 2

CANDIDATE ECONOMIC AND FINANCIAL STANDING

NOTES:

- *See paragraphs 5.2 to 5.11 of the EOI*
- *Please complete each part of this Section 2 for the Candidate and, where applicable, for each Candidate Member and any Third Party on whom the Candidate is relying for evidence of its economic and financial standing*

2.1 Turnover²:

2.1.1	Please provide details of turnover for the organisation in respect of the last three years.		
	Year	Overall Turnover (€)	Turnover in respect of similar contracts
	2007		
	2006		
	2005		
Notes:			

2.2 Accounting History

2.2.1	Please provide: <ul style="list-style-type: none"> ▪ a copy of the organisation's Annual Accounts for the past 3 years. ▪ If you are not in a position to provide the evidence requested above, please state reason. 	Enclosed? (Y/N)	Y <input type="checkbox"/>
			N <input type="checkbox"/>
		Appendix No.	
Notes:			

2.3 Banking History

2.3.1	Has the organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	Y <input type="checkbox"/>
		N <input type="checkbox"/>
2.3.2	If "No", what were the reasons, and what has been done to put things right?	

² See paragraph 5.2 EOI in relation to the required minimum turnover

2.3.3	Has your organisation met all its obligations to pay its creditors and staff in the past year?	Y <input type="checkbox"/> N <input type="checkbox"/>
2.3.4	If "No" what were the reasons, and what has been done to put things right?	

2.3.5	What is the name and branch of the organisation's bankers (who could provide a reference)?	Name:	
		Branch:	
		Contact Details:	

ADDITIONAL NOTES WITH RESPECT TO CANDIDATES RESPONSE TO QUESTIONS IN PRECEDING SECTION (INCLUDE REFERENCE TO QUESTION NUMBER):

SECTION 3

PROFESSIONAL AND TECHNICAL ABILITY OR KNOWLEDGE

NOTES:

- *Please see paragraphs 5.12 to 5.13 of the EOI (Professional and Technical Ability or Knowledge and paragraph 6.10 of the EOI (Selection Criteria)*
- *Save as otherwise provided, please complete this Section 3 in respect of the Candidate, and, where applicable, please include relevant information relating to each Candidate Member and Sub-Contractor, and for each Third Party on which the Candidate is relying for evidence of its professional and technical ability or knowledge.*

3.1 DESCRIPTION OF SERVICES PROVIDED

This section should be completed for the Candidate and, where applicable, for each Candidate Member and Sub-Contractor, and for each Third Party on which the Candidate is relying for evidence of its professional and technical ability or knowledge.

Please provide a list of the main services provided and functions performed by the organisation in the last 3 years and in each case provide the period during which such services or functions were provided/performed.

3.2 ADMINISTRATIVE EXPERIENCE AND EXPERTISE

Please briefly describe the Candidate's experience in providing administrative services or performing administrative functions which are similar or comparable to the functions of the GSSB as described in the EOI and supporting documentation, with particular reference to the operation and management of any registration scheme or similar administrative role and experience of performing a disciplinary function or role.

3.3 MANAGEMENT STRUCTURE AND EXPERIENCE

Please briefly describe the Candidate's experience of managing or undertaking projects of a similar scope and scale to the establishment and operation of the GSSB, as described in the EOI and supporting documentation.

In response to this question, please provide an overview of how the Candidate's management structure operates.

3.4 TECHNICAL EXPERIENCE

Please briefly describe the organisation's technical experience which is relevant to the performance of functions of the GSSB as described in the EOI and supporting documentation, with particular reference to technical experience in matters relating to safety and gas safety (including, where relevant, overseeing compliance with safety standards).

3.5 TECHNICAL, ADMINISTRATIVE AND MANAGEMENT EXPERTISE AND CAPABILITY

Please provide examples of experience which demonstrate the Candidate has, or has shown it can develop, the administrative, management and technical capability to act as the GSSB. In responding to this question, please have regard to the role and functions of the GSSB as described in the EOI and supporting documents and Section 9F of the ERA.

In response to this question please indicate any relevant quality and technical accreditations that each organisation has in place.

3.6 QUALITY SYSTEMS

Please describe the systems and measures which are used by the Candidate for ensuring the quality of services that are provided by the Candidate.

3.7 RESOURCES

This section 3.7 should be completed for the Candidate and, where applicable, for each Candidate Member and Sub-Contractor, and for each Third Party on which the Candidate is relying for evidence of its professional and technical ability or knowledge.

3.7.1 Please state the average annual manpower of the organisation.

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3.7.2 Please state the total number of persons directly employed by the organisation in the past 3 years in managerial positions in relation to the provision of relevant services or performance of relevant functions.

	Current Year	Previous Year	Preceding Year
Permanent			
Temporary			

3.7.3 Please enter number of relevant personnel currently employed in each of the following categories:

Category	Number
Directors	
Professional Staff	
Project Management Staff	
Technical Staff	
Administrative Staff	
Other Professional staff	

3.7.4 Please provide details of the function/role and professional and technical qualifications of the personnel within the organisation who would be involved in the performance of functions by the Candidate if designated as the GSSB:

Category	Names	Role	Qualification
Project Management Staff			
Technical Staff			
Administrative Staff			
Other Professional staff			

3.8 TECHNICAL RESOURCES

Please provide details of the technical resources that are available to the Candidate (including details of relevant facilities, IT systems, etc.) and which are relevant to the functions of the GSSB.

ADDITIONAL NOTES WITH RESPECT TO CANDIDATES RESPONSE TO QUESTIONS IN PRECEDING SECTION (INCLUDE REFERENCE TO QUESTION NUMBER):

Section 4

Tax Clearance

4.1	Please provide for inspection a current Tax Clearance Certificate ³ for the Candidate, each Candidate Member and Sub-Contractor.	Enclosed? (Y/N)	Y <input type="checkbox"/> N <input type="checkbox"/>
If you cannot provide a Tax Clearance Certificate for any person please give reasons:			

³ See Section 5.17 of the EOI

ADDITIONAL NOTES WITH RESPECT TO CANDIDATES RESPONSE TO QUESTIONS IN PRECEDING SECTION (INCLUDE REFERENCE TO QUESTION NUMBER):

SECTION 5

DECLARATIONS

NOTES:

- The Declarations in this Section should be made on behalf the Candidate, including all Candidate Members.

5.1 Declaration on Conflicts of Interest

<p>Are you aware of any conflict of interest (either current or prospective) which might have an impact on the Candidate, or any Candidate Member, Sub-Contractor or Third Party's ability to offer the service in question?</p> <p>All potential conflicts of interest must be disclosed. Persons or companies engaged in any service or operation which relates or may relate in any direct way to the outcome of the project may be excluded from applying or being involved in the undertaking of this project. Any decision of the Commission in this regard shall be final.</p>	<table border="1"> <thead> <tr> <th colspan="2" style="text-align: right;">Yes/No</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td><input type="checkbox"/></td> </tr> <tr> <td>N</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes/No		Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Yes/No							
Y	<input type="checkbox"/>						
N	<input type="checkbox"/>						
<p>If Yes, please explain:</p>							

5.2 Canvassing and Collusion

<p>Please tick to confirm that the Candidate (including any Candidate Member) has not engaged in direct or indirect canvassing referred to in paragraph 11.2 of the accompanying EOI</p>	<input type="checkbox"/>
<p>Please tick to confirm the Candidate (including any Candidate Member) has not engaged in direct or indirect form of collusion referred to in paragraph 11.3 of the EOI</p>	<input type="checkbox"/>

5.3 Declaration on Relationship between Candidates

<p>Please tick Y to certify that the candidate has no economic, legal, commercial or financial relationship with another candidate submitting a separate Response to the EOI.</p>	<table border="1"> <thead> <tr> <th colspan="2" style="text-align: right;">Yes/No</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td><input type="checkbox"/></td> </tr> <tr> <td>N</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes/No		Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Yes/No							
Y	<input type="checkbox"/>						
N	<input type="checkbox"/>						
<p>If No, please identify the other Candidate and the economic, legal, commercial or financial relationship in question:</p>							

ADDITIONAL NOTES WITH RESPECT TO CANDIDATES RESPONSE TO QUESTIONS IN PRECEDING SECTION (INCLUDE REFERENCE TO QUESTION NUMBER):

SECTION 6

CHECKLIST

Checklist:

- Read thoroughly the accompanying EOI;
- Read through all documentation referred to in the EOI, including:
 - Relevant sections of the ERA;
 - The Gas Safety Framework Document (CER/07/172);
 - Vision Document (CER/07/225);
 - Consultation Paper on Criteria Document (CER/08/069); and
 - Consultation Paper on Proposed Framework for Economic Regulation (CER/08/050);
- Answered all of the questions contained in the PQQ;
- Attached all requested documentation including:
 - Evidence of Turnover;
 - Audited Accounts for the preceding three years;
 - Tax Clearance Certificate for the Candidate (including each Candidate Member);
 - Evidence of Relationship with Third Parties (where relying on such third parties for evidence of economic and financial standing and/or professional and technical ability or knowledge);
- Completed Declaration in relation to conflicts (Section 6.1, PQQ);
- Completed Declaration in relation to Collusion/Canvassing (Sections 6.2 and 6.3, PQQ);
- Completed Article 45 Certificate (Appendix 4, EOI);
- Completed Acceptance Certificate (Appendix 5, EOI)
- Completed Form of Authorisation (Appendix 6 EOI);
- In providing supporting documentation, Candidates should ensure that they have indicated the EOI, PQQ or Appendix reference in the relevant Section of the PQQ;
- 5 hard copies of Response and one copy in CD-ROM format;
- Submit by 12 noon BST on 30th June, 2008.

ADDITIONAL NOTES WITH RESPECT TO CANDIDATES OVERALL RESPONSE TO THE PQQ: