**PREQUALIFICATION QUESTIONNAIRE (PQQ)**

**FOR CANDIDATES APPLYING FOR PREQUALIFICATION**

**regarding the**

**Acquisition of entering and breaching training doors and accessories and spare parts.**

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# Introduction to the PQQ and the Templates

This PQQ is intended for candidates applying for prequalification in the tender procedure.

Candidates are requested to read the instructive paragraphs carefully before completing the PQQ and the relevant Templates.

In section 1, candidates are asked to provide information about their organisation.

Sections 1.2 and 1.3 explain in what situations Template 1 and Template 3 are to be completed.

Candidates should complete Template 5 in order to provide the information required.

**List of Templates:**

Template 1 Consortium Declaration

Template 2 N/A

Template 3 Letter of comfort - technical and/or professional capacity

Template 5 Information regarding the technical and/or professional capacity

# Information regarding the candidate

## The candidate applying for prequalification

|  |  |
| --- | --- |
| NAME OF CANDIDATE |  |
| COMPANY REGISTRATION NUMBER  *(or equivalent information applicable in the country where the company is located)* |  |
| ADDRESS |  |
| THE CANDIDATE'S CONTACT PERSON;  E-MAIL ADDRESS AND PHONE NUMBER |  |

## If the candidate is a consortium

|  |  |  |
| --- | --- | --- |
| IS THE CANDIDATE A CONSORTIUM\*?  *Please tick the relevant box (YES/NO)* | YES | NO |
|  |  |

\* *For the purpose of this tender procedure, a consortium is defined as an association/joint venture of two or more companies (or other entities) formed on the basis of an agreement with the specific aim of tendering for and, if successful, fulfilling the contract as a group.*

*By contrast, a company which intends to engage sub-contractors, but will apply for prequalification on its own and be solely responsible for fulfilling the contract is regarded as an independent candidate (despite its sub-contractors). Note, that if such a candidate relies on the capacities of its sub-contractors in order to meet the requirements, the candidate should take note of section 1.3 below.*

If "**YES"** is ticked, indicating that the candidate is a consortium,

* the Consortium Declaration in **Template 1** should be completed and signed by each member of the consortium, and
* information regarding each member of the consortium must be provided in accordance with the provisions of and Templates to this PQQ (e.g. by submitting completed versions of relevant Templates for each member of the consortium).

## If the candidate relies on the capacities of other entities

|  |  |  |
| --- | --- | --- |
| DOES THE CANDIDATE RELY ON THE CAPACITIES OF OTHER ENTITIES\*?  *Please tick the relevant box (YES/NO)* | YES | NO |
|  |  |

\* *Does the candidate, for instance, rely on the economic capacity of a parent company or on the technical capacity of a company within the same group or of a sub-contractor, and will those companies put the relevant resources at the disposal of the candidate?*

If **"YES"** is ticked, indicating that candidate relies on the capacities of other/separate entities,

* each supporting entity in question must sign the Letter of comfort regarding technical and/or professional capacity (**Template 3**), and
* information regarding each entity must be provided in accordance with the provisions of and Templates to this PQQ (e.g. by submitting completed versions of relevant Templates for each entity).

# N/A

# Technical and/or professional capacity

The candidate must submit information regarding the candidate's technical and professional capacity. This may be done by completing **Template 5** pursuant to the guidance notes provided therein.

If the candidate is a consortium, information regarding the technical and professional capacity must be submitted for each member of the consortium.

If the candidate relies on the technical and professional capacity of other entities, the information regarding the technical and professional capacity must be submitted for each entity in question.

If there are more than 3 candidates applying for pre-qualification, the limitation of candidates will be based on an evaluation of which of the candidates have documented the most relevant previous deliveries in comparison to the expected delivery. The comparison will be in terms of the nature and quantity of the previous deliveries. In the nature of the previous deliveries, it is preferred, that the candidate has delivered doors to various NATO armed forces.

Please note that only references within the last five year will be taken into account. Further we kindly advise to only submit references that are relevant.

Please note that any ambiguities and/or incomprehensibilities in the information submitted in Template 5 may be regarded negatively in the evaluation when selecting the limited numbers of candidates.

**TEMPLATE 1**

**Consortium Declaration**

We, the undersigned companies, hereby declare to be members of the consortium named below.

We also declare that we will undertake joint and several liabilities for the fulfilment of any and all obligations under the contract to be awarded, should we be successful in the tender procedure.

|  |  |
| --- | --- |
| Name of the consortium: |  |

|  |  |  |
| --- | --- | --- |
| For [*Name of company 1*]  Date:  Signature: |  | For [*Name of company 2*]  Date:  Signature: |
| [*Name and title*]  For [*Name of company 3*] |  | [*Name and title*]  For [*Name of company 4*] |
| Date:  Signature: |  | Date:  Signature: |
| [*Name and title*] |  | [*Name and title*] |

The company mentioned below is appointed to represent the consortium and, thus, has the authority/power to bind the consortium (the “*Lead Company*”).

|  |  |  |
| --- | --- | --- |
| [*Name of company*] |  | [*Name and title of point of contact*] |
| Lead Company |  | Point of Contact of the Lead Company |

*This consortium declaration is only relevant if the candidate applying for prequalification is a consortium. If necessary, more company signatures can be added.*

**TEMPLATE 3**

**Letter of Comfort - Technical and/or Professional Capacity**

The below-mentioned company:

|  |  |
| --- | --- |
| NAME\* |  |
| ADDRESS |  |
| COMPANY REGISTRATION NUMBER\*  *(or equivalent information applicable in the country where the company is located)))* |  |
| PHONE NUMBER |  |
| E-MAIL ADDRESS |  |

*\*Must be completed. If not, the letter of comfort will be deemed ineffective.*

hereby declares that the company [*insert name and company registration number of the candidate applying for prequalification*] applying for prequalification may rely on our technical and/or professional capacity, and that those resources will be put at the disposal of the before mentioned candidate applying for prequalification for the purpose of fulfilling the contract.

|  |
| --- |
| Date:  Signature: |
| [*Name and title*] |

*The undersigned company must also submit the information regarding the undersigned company's technical and/or professional capacity in accordance with clause of the pre-qualification questionnaire.*

**TEMPLATE 5**

**Information regarding the technical and/or professional capacity**

The company hereby submits - and confirms the correctness of - the following list containing the most important similar deliveries carried out over the past five (5) years. The list should preferably include

* a description of each delivery,
* information on when it was carried out,
* The value of the deliveries or number doors
* State the recipients of the deliveries, if the recipient is a NATO armed forces (specific names/countries are preferred, but need not necessarily be included; if no country specific information is included the candidate is asked to provide as much generic information as possible about the delivery)

It is emphasized, that only deliveries carried out within the last five (5) years will be included in the selection of candidates that will be invited to submit tenders. Thus, it is especially important that the column "Time of performance" is completed.

*If the candidate is a consortium, a list of the most important similar deliveries should be submitted for each member of the consortium.*

*If the candidate relies on the technical and/or professional capacity of other entities, a list of the most important similar deliveries must be submitted for each supporting entity.*

*If needed, the list may be expanded.*

***DALO kindly ask the tender only to include references of entering and breaching training doors.***

|  |  |
| --- | --- |
| COMPANY NAME |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Description of the delivery | Time of performance | The value of the delivery | Recipient(s) of the delivery |
| *The description of the delivery should be as precise and detailed as possible and contain a breakdown of the delivery into relevant categories and if possible with information regarding product specifications.* | *State the start date and the completion date for the delivery.* | *State the value or number of the delivery.* | *State - If the recipient is a NATO armed forces.*  *(specific names/countries are preferred, but need not necessarily be included; if no country specific information is included the candidate is asked to provide as much generic information as possible about the delivery).* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |