

**Pre Qualification Questionnaire**

**Service & Maintenance for estate CCTV-Intruder & Access Control Systems**

Edinburgh Napier University, hereafter known as ENU is located over several sites in Edinburgh and beyond and seeks to appoint a Service & Maintenance contractor for its Intruder, Video Surveillance Systems, Intruder and Access Control Systems

Edinburgh Napier University invites specialist security installation contractors to tender for this contract. This is a two stage process with a PQQ being issued first in order to select suitably qualified and experienced contaractors. Those bidders selected shall be expected to carry out a full site survey and full details will be issued with tender documents at stage 2 to those who sucessfully proceed from the PQQ stage (probably the top 5).

Please note you must complete all of the PQQ (Section 3) but note that questions 27 through 31 will be scored (total 100) to enable us to select the top 5 or 6 bidders.

These shortlisted bidders will be then given access to the tender document.

**2. Overview of this requirement**

This PQQ questionnaire is compiled specifically for the contract under consideration and there are a number of features. It assesses your company's suitability in terms of financial stability and financial operations observing your company history and activities, number of qualifications attained within your delivery team and it’s ethos, how you will meet the university payment processes, company history and activities, number of and qualifications attained within your intended delivery team, location of premises (e.g. workshops/offices), compliance with legislation relating to (for example) health and safety or equalities, and references from organisations for whom you have done similar work. ENU will require a PPM Schedule that coexists with the following requirements: