
Procurement Practice Note 14 – A Guide to the Pre-Qualification Process in Isle of Man Government Construction Tenders

Introduction

It is Government's intention to reduce, as far as is practicable, the administrative burden placed upon construction contractors during the tender process. In order to prevent the reproduction of identical information for each individual scheme/project a common prequalification questionnaire to be known as the Construction Project Standard Pre-Qualification Questionnaire is to be completed for all construction tenders.

The Construction Project Standard Pre-Qualification Questionnaire is to be issued to all parties who express an interest in a tender, in order to shortlist bidders for the Invitation to Tender stage.

The questionnaire may also be used as part of the evaluation in 'combined' tenders (where pre-qualification is incorporated within the Invitation to Tender), or in applications for admission onto select lists.

Purpose

The purpose of this practice note is to explain to both Government Officers, Design Teams and other third party organisations engaged by Government to manage a construction project/scheme, the process to be followed for the pre-qualification stage of the tender enquiry.

Applicability

The use of the Construction Project Standard Pre-Qualification Questionnaire is applicable to all capital and revenue funded schemes, including construction, building, engineering and other projects, which are wholly or partially funded or underwritten by Government. The Standard Questionnaire is to be used in addition to a scheme/project specific Pre-Qualification Questionnaire.

Copies of the questionnaire can be obtained from www.gov.im/procurement, or by contacting Procurement Services on 01624 686549.

Pre-qualification Overview

Following receipt of expressions of interest from contractors wishing to progress onto the tender list, the next stage of the tender process is to invite these contractors to participate in a pre-tender evaluation. The purpose of the pre-qualification process is to produce a shortlist of contractors capable of delivering the project/scheme who will then be invited to tender.

In some instances, following the receipt of expressions of interest, it may be decided to undertake a 'combined' Invitation to Tender stage, which incorporates the pre-qualification documentation.

Frequency

Contractors applying for work on Isle of Man Government construction projects are required to complete a Construction Project Standard Pre-Qualification Questionnaire once every 12 months.

Pre-Qualification Process

Send a copy of the Construction Project Standard Pre-Qualification Questionnaire, along with all other relevant documentation to all the contractors that have expressed an interest in the scheme/project.

If the contractor **has** completed the Standard Questionnaire in the preceding 12 months, the questionnaire will be returned to sender advising of the title of the tender for which the previous qualifying questionnaire was

If the contractor **has not** completed the Standard Questionnaire in the preceding 12 months, the questionnaire is to be completed and returned by the contractor directly to Procurement Services

Contact Procurement Services procurement@gov.im requesting a copy of the relevant Standard Questionnaire for each organisation to be assessed for pre-qualification.

Evaluation

The evaluation process must be undertaken in a manner that is both fair and transparent with the submissions being scored and these scores being recorded in a scoring matrix. If necessary, advice on how to score and record the results can be obtained from Procurement Services.

The highest scoring contractors should be shortlisted to be invited to tender. The number of contractors shortlisted and the 'cut-off' point for successful contractors will vary based on the requirements of the individual tender enquiries.

Please note that evaluation documentation is to be retained for audit purposes and may be required to be submitted as evidence in the event of a formal complaint or legal challenge. It should also be used as a basis for giving unsuccessful tenderers feedback, if requested.

Assistance

Further advice and assistance can be obtained from Procurement Services, at procurement@gov.im.

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