



Department of  
**Finance**  
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| **CPD**

Procurement Guidance Note

**PGN 02/13**

(as amended)

# Construction Procurement - Selection Process Relating to Experience Time Frame

Reissued: 09 June 2016



## PROCUREMENT GUIDANCE NOTES

[Northern Ireland Public Procurement Policy \(NIPPP\)](#) was approved by the Northern Ireland Executive in 2002. In approving the policy, the Executive took the decision that legislation was not necessary to ensure that Departments, their Agencies, Non-Departmental Public Bodies and Public Corporations complied with the policy. Instead, it considered that compliance could be achieved by means of administrative direction.

Procurement Guidance Notes (PGNs) are the administrative means by which Departments are advised of procurement policy and best practice developments. They apply to those bodies subject to NIPPP and also provide useful guidance for other public sector bodies.

PGNs are developed by the Central Procurement Directorate (CPD), in consultation with the Centres of Procurement Expertise (CoPEs), and are subject to the approval of the Procurement Board.

Once endorsed by the Procurement Board, they are issued to the Departments for implementation and copied to CoPEs to develop, if necessary, underpinning procedures supporting the implementation of this guidance in their particular sector. PGNs are also published on the [Department of Finance \(DoF\) website](#).

**The following PGN was endorsed by the Procurement Board with effect from 20 November 2013 for use by those bodies subject to NIPPP.**

### Revision History

First issued as Procurement Guidance Note PGN 02/13	20 November 2013
Revised to make reference to The Public Contracts Regulations 2015	27 February 2015
Hyperlinks updated	17 November 2015
Reissued to reflect the restructuring of the Northern Ireland Government departments	09 June 2016

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### **Definition of Terminology**

In the preparation of this guide, the term **contractor/supplier** has been used to denote an organisation that contracts directly with a Department, whether it is a supplier, a service provider or a construction contractor.

The term **Department** has been used to refer to those bodies subject to Northern Ireland Public Procurement Policy including Departments, Non-Departmental Public Bodies and Public Corporations. A full list of such bodies is available in Annex A of the [Northern Ireland Public Procurement Policy \(NIPPP\)](#).

## 1 SELECTION – PREVIOUS EXPERIENCE

- 1.1 The time frame for previous experience on construction works and services contracts shall be extended to seven years.
- 1.2 [Regulation 60 of the Public Contracts Regulations 2015](#) permits a Contracting Authority to assess an economic operator's technical and/or professional ability by reference to completed works carried out over the past five years (or three years for services).
- 1.3 Due to the economic downturn, it is becoming increasingly difficult for economic operators to provide evidence of competency and experience with reference to contracts completed in this period.
- 1.4 Accordingly, it has been agreed with the construction industry that evidence relating to contracts completed or services delivered within the seven years prior to the Pre-Qualification Questionnaire (PQQ) return date will be acceptable.
- 1.5 It is important that the period for which evidence will be considered is clearly stated in the PQQ. For example:

*Demonstrate your experience, as a main contractor, of successfully delivering contracts of a similar scale and complexity to the work anticipated under this contract by reference to projects that you have completed.*

*You can reference your experience to projects that you have completed up to seven years before the date for return of this PQQ.*

## 2 REASONING

The intention of [Regulation 60](#) is to prevent a Contracting Authority imposing overly onerous requirements upon applicants. Extending the relevant time to seven years operates for the benefit of applicants and places no additional burden on them as the number of examples to be submitted is defined in the PQQ.

## 3 FURTHER INFORMATION

Any queries on this guide should be addressed to:

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