

FILHAM PARK ACCESS ROAD AND CAR PARK

Part 1 – Tenderer Suitability Assessment

Note to Tenderer – This section is pass/fail.

Response to be provided in full – failure to respond or incomplete information will be treated as Fail.

Tenderer Information

Question Number	Question	Response
1.0	Company Details	
1.1	Full name of the Supplier submitting the information	
1.2	Registered company address	
1.3	Registered company number	
1.4	Registered charity number	
1.5	Registered VAT number	
1.6	Name of immediate parent company	
1.7	Name of ultimate parent company	
1.8	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector other (please specify your trading status)	
1.9	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? Provide details if so.	
1.10	Are you a Small, Medium or Micro Enterprise (SME)?	
1.11	Are you a non-profit making organisation/ social enterprise?	
2.0	Contact Person	
2.1	Primary Contact name	
2.2	Role in organisation	
2.3	Phone number	
2.4	E-mail address	
2.5	Postal address	
3.0	Insurances	
3.1	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: (NB Evidence will be required prior to contract award)	
3.2	Employer's (Compulsory) Liability Insurance = Minimum £10 million.	



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	NB It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	
3.3	Public Liability Insurance = Minimum £10 million.	
3.4	Professional Indemnity Insurance – Minimum £2 million.	
3.5	Product Liability Insurance – Minimum £2 million.	
4.0	Financial Information	
4.1	Please provide one of the following to demonstrate your economic/financial standing; Please indicate your answer with an 'X' in the relevant box.	
4.2	A copy of the audited accounts for the most recent two years	
4.3	A statement of the turnover, profit and loss account, current liabilities and assets and cash for the most recent year of trading for this organisation.	
4.4	A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	
4.5	Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
4.6	Where the authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this PQQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.	
4.7	Please provide your turnover for the last two years of trading (if you cannot provide turnover information, please provide an explanation for this, e.g. your organisation is a new start-up).	
4.8	Do you give permission for a financial check to be performed by a credit management agency, DNB?	
5.0	Compliance with Equality Legislation	
5.1	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in the comparable proceedings in any jurisdiction other than the UK)?	
5.2	In the last three years, has your organisation had a complaint upheld following an investigation by	



	the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK) on grounds of alleged discrimination?	
5.3	<p>If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	
5.4	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	
6.0	Environment Management	
6.1	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years, by any environmental regulator or authority (including local authority)? If your answer to this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	
6.2	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had notice served upon them for infringement of environmental legislation?	
7.0	Health and Safety	
7.1	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements	
7.2	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the	



	<p>Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question is "Yes", please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	
7.3	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	
8.0	References	
	<p>Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the project requirements. Contracts should have been performed during the past five years.</p> <p>The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below.</p>	
8.1	Contract 1	
	Name of customer organisation	
	Point of contact in customer organisation Position in the organisation E-mail address	
	Contract start date Contract completion date Estimated Contract Value	
	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability relevant to this tender.	
8.2	Contract 2	
	Name of customer organisation	
	Point of contact in customer organisation Position in the organisation E-mail address	
	Contract start date Contract completion date Estimated Contract Value	
	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability relevant to this tender.	



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8.3	Contract 3	
	Name of customer organisation	
	Point of contact in customer organisation Position in the organisation E-mail address	
	Contract start date Contract completion date Estimated Contract Value	
	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability relevant to this tender.	

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of:

I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the Authority's requirement.