

OFFICIAL – SENSITIVE: COMMERCIAL



T 01924 848806
F 01924 840694
www.ncm.org.uk

Date: 03/05/2018

Reference: PRO-TEN-005

Coalfield Conversations Audio Visual Production

CORE ASSESSMENT DOCUMENT

CONTENTS

- 1. Completion Guidelines**
- 2. General and Organisational Questions**
- 3. Economic, Legal and Financial Questions**
- 4. Safety, Health and Environmental Questions**

1. Completion Guidelines

The questionnaire should be completed by a partner/director/senior manager/proposed client account manager or otherwise delegated authority subject to acceptance by the National Coal Mining Museum for England.

Please answer each question fully. The National Coal Mining Museum for England stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately, if successful this document will form part of the contract.

The response and supporting documents must relate specifically to the tendering organisation's policy and arrangements.

Organisations currently providing services to the National Coal Mining Museum for England must provide full details as requested and not just refer to the National Coal Mining Museum for England.

Appendices in the form of attachments, either requested in the response to a specific question or included as supporting documentation, may be included in the General Attachment area of this questionnaire but where included must be clearly labelled and cross referenced to ensure the information supplied can be assessed in full.

This document has been completed in full and authorised by

Signed _____ Print Name _____

Position _____ Date _____

Signed _____ Print Name _____

Position _____ Date _____

For and on behalf of

NB. Any breach of the above could jeopardise the validity of your tender and any future opportunity to tender to the National Coal Mining Museum for England. The National Coal Mining Museum reserves the right to seek legal counsel should any breach be detected or revealed.

2. General and Organisational Questions

Name of Tendering Organisation	
Registered Address	
Trading Address (If different)	
Company Registration Number	
VAT Registration Number	
Date Established	

Legal Status (Sole Trader, Limited Liability Company, Charity etc)	
Is the company part of a commercial group, subsidiary or parent or other multi-legal-entity?	<i>Give Details</i>
How many employees does the organisation have (approximately)?	

Primary Telephone Number	
Primary Email Address	

OFFICIAL – SENSITIVE: COMMERCIAL

Primary Fax Number	
Primary Website Address	

Proposed Account Manager	
Account Manager Operating Address	
Account Manager Contact Number	
Account Manager Email Address	

3. Economic, Legal and Financial Questions

<p>Is the company now or in the last three years has it been under any financial sanctions or administration proceedings?</p>	<p><i>Give Details</i></p>
<p>Has the economic operator or any employees been convicted of offences under the Fraud Act 2006?</p>	<p><i>Give Details</i></p>
<p>Have the economic operator or any employees been convicted of offences under Public Contract Regulations 2015?</p>	<p><i>Give Details</i></p>
<p>Has the economic operator or any employees been convicted of money laundering offences under the Proceeds of Crime Act 2002?</p>	<p><i>Give Details</i></p>
<p>Can you demonstrate that you have the financial assets to ensure delivery of the programme of works required?</p>	
<p>Can you demonstrate that you are in good financial health or provide proof of your on-going financial health overall?</p>	

OFFICIAL – SENSITIVE: COMMERCIAL

Bank Name	
Bank Address	
Sort Code	
Account Number	

Have you previously worked with museums, attractions or other heritage sites such as abbeys, open halls, galleries or stately homes?

If yes, please provide details	
If no, please state reasons	

Safety, Health and Environmental Questions

How many accidents requiring contact with HSE have you had in the last three years?	<i>Give Details</i>
Have you had any enforcement notices or prosecutions by HSE in the last three years?	<i>Give Details</i>
Are written risk assessments and method statements in place applicable to the scope of this project?	
Do you have all appropriate licences and certifications as demanded by the scope of this project?	<i>Give Details</i>

Do all employees have access to a Health and Safety Policy?	
Are all employees up to date with any training required applicable to the scope of this project?	

Do you operate to any environmental standards, such as ISO14001?	<i>Give Details</i>
Does your company have a carbon management policy in place to achieve carbon reductions?	<i>Give Details</i>

OFFICIAL – SENSITIVE: COMMERCIAL

<p>Have you had any enforcement notices or prosecutions by the Environment Agency in the last three years?</p>	<p><i>Give Details</i></p>
--	----------------------------