# Response Requirement

## General Responses

The Tenderer should answer every question in this Section.

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|  | **Basic Details of Your Organisation** |
| **ID** | **Question** | **Answer** |
|  | Name of the organisation in whose name the response will be submitted. |  |
|  | Contact name for enquiries about this response. |  |
|  | Contact position (job title). |  |
|  | Address & Post Code of organisation. |  |
|  | Telephone number(s). |  |
|  | Email address. |  |
|  | Website address. |  |
|  | UK Company registration number (if applicable). |  |
|  | Date of registration. |  |
|  | Registered address if different from the above. |  |
|  | UK VAT registration number (if applicable). |  |
|  | Is your organisation a public limited company? |  |
|  | If your organisation is not a public limited company, how is it described, Limited etc? |  |
|  | Name of (ultimate) parent company (if applicable). |  |
|  | Company registration number of parent company (if applicable). |  |
|  | Data protection registration number of responding company. |  |

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|  | **Financial Information** |
| **ID** | **Question** | **Answer** |
|  | What was your turnover in the last financial year for which figures are available?(State year and turnover). |  |
|  | What was your turnover in the previous financial year to that referenced above?(State year and turnover). |  |
|  | What was your Gross Profit in the last financial year for which figures are available? |  |
|  | What was your Gross Profit in the previous financial year to that referenced above? |  |
|  | What was your Net Profit in the last financial year for which figures are available? |  |
|  | What was your Net Profit in the previous financial year to that referenced above? |  |
|  | Please provide copy of your latest two years’ audited financial statements. |  |
|  | Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past two years? | Yes / No |
|  | If ‘No’ what were the reasons, and what has been done to ensure compliance with the terms? |  |
|  | Have all statutory reporting requirements been met during the previous five years? | Yes / No |
|  | If ‘No’ what were the reasons, and what has been done to ensure compliance has been assured? |  |
|  | Has your organisation met all its obligations to pay its creditors and staff during the past five years? | Yes / No |
|  | If ‘No’ please explain why this has not been the case. |  |
|  | What is the name and branch of your bank (who could provide a reference, if requested)? |  |

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|  | **Insurance**Please provide confirmation of the insurance levels that you would apply to the areas below. |
| **ID** | **Question** | **Answer** |
|  | Public liability insurance. | Confirm insurance cover level. |
|  | Employer’s liability insurance. | Confirm insurance cover level. |
|  | Product insurance. | Confirm insurance cover level. |
|  | Professional Indemnity insurance. | Confirm insurance cover level. |

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|  | **Professional and Business Standing** |
| Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)? |
| **ID** | **Question** | **Answer** |
|  | Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings. | Yes / No |
|  | Has been convicted of a criminal offence related to business or professional conduct. | Yes / No |
|  | Has committed an act of grave misconduct in the course of business. | Yes / No |
|  | Has not fulfilled obligations related to payment of social security contributions. | Yes / No |
|  | Has not fulfilled obligations related to payment of taxes. | Yes / No |
|  | Is guilty of serious misrepresentation in supplying information. | Yes / No |
|  | Has not been in possession of relevant licences or not been a member of an appropriate organisation, where required by law. | Yes / No |
|  | If the answer to any of these is ‘Yes’ please give brief details, including what remedial action has been taken. |  |

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|  | **Business Summary** |
| **ID** | **Question** | **Answer** |
|  | Provide a brief summary of the main business activities of your organisation. |  |
|  | How many staff does your organisationhave in total? |  |
|  | Provide a brief summary of team structures and the location of your staff that would deliver services to Kingsdale. |  |

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|  | **Relevant Experience / Operations** |
| **ID** | **Question** | **Answer** |
|  | Has your organisation previously been involved in similar extensive works involving a school building of this size?Please give details of thisIs this school prepared to be a referee? |  |
|  | Has your company implemented a similar,externally funded project before?Please give details of your largest similar completed project and state if they are prepared to act as a referee. |  |
|  | It is possible that Kingsdale may extend the scope of work of this project. This, if feasable, will be self-funded. An example of this could be the installation of energy efficient lighting.How would you propose that the investigation, delivery and management of this is kept separate from the EFA/CIF scope of work, whilst still being an intregral part of it? |  |
|  | How would your organisation manage any requirements to undertake additional meetings, beyond those included within your initial proposal, should such a requirement be identified by Kingsdale. |  |

Provide three relevant references where services of a similar nature have been provided.

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|  | **Reference 1** |
| Provide a relevant reference where services of a similar nature are being, or have been provided. |
|  | Organisation Name |  |
|  | Organisation Address |  |
|  | Contact details for reference at organisation |  |
|  | Type of organisation |  |
|  | Engagement duration |  |
|  | Engagement start date |  |
|  | Engagement value |  |
|  | Description of engagement |  |
|  | Description of services that have been delivered. |  |

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|  | **Reference 2** |
| Provide a relevant reference where services of a similar nature are being, or have been provided. |
|  | Organisation Name |  |
|  | Organisation Address |  |
|  | Contact details for reference at organisation |  |
|  | Type of organisation |  |
|  | Engagement duration |  |
|  | Engagement start date |  |
|  | Engagement value |  |
|  | Description of engagement |  |
|  | Description of services that have been delivered. |  |

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|  | **Reference 3** |
| Provide a relevant reference where services of a similar nature are being, or have been provided. |
|  | Organisation Name |  |
|  | Organisation Address |  |
|  | Contact details for reference at organisation |  |
|  | Type of organisation |  |
|  | Engagement duration |  |
|  | Engagement start date |  |
|  | Engagement value |  |
|  | Description of engagement |  |
|  | Description of services that have been delivered. |  |

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|  | **Business Activities** |
| **ID** | **Question** | **Answer** |
|  | Does your organisation hold a recognised quality management certification for example BS/EN/ISO or equivalent? | Yes / No |
|  | List all relevant certifications held by your organisation. |  |
|  | Do you anticipate the use of sub-contractors to deliver any elements of services of this nature? | Yes / No |
|  | If sub-contractors are used, confirm that your organisation will be prime contractor with absolute responsibility for all delivery elements. | Yes / No |
|  | If sub-contractors are used, describe how your organisation manages their activities and assures their performance. |  |
|  | How do you assure the quality and acuracy of any designs and statements in relation to the fire safety of the proposed solution, irresepective of whether such designs and statements are produced by your own organisation, or by sub-contractors? |  |

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|  | **Policies** |
| **ID** | **Question** | **Answer** |
|  | Does your organisation have a written Health and Safety at work policy? | Yes / No |
|  | Does your organisation have a Data Protection policy? | Yes / No |
|  | Does your organisation have a written Equality and Diversity policy? | Yes / No |
|  | Does your organisation have a written policy on anti-bribery and corruption measures? | Yes / No |
|  | Does your organisation have an Environmental Management policy / system? | Yes / No |
|  | Does your organisation have a written policy regarding the Modern Slavery Act 2015? | Yes / No |
|  | Does your organisation have a formal disaster recovery plan in place? | Yes / No |
|  | Does your organisation have a formal business continuity plan in place? | Yes / No |
|  | If ‘No’, to any of the above please explain why. |  |

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|  | **Tender Response**This Section has a word limit of 5,000 words. |
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