



**HAZLEMERE PARISH COUNCIL
ITT; PROVISION AND INSTALLATION OF NEW PLAY EQUIPMENT**

PRE-QUALIFICATION QUESTIONNAIRE

1.0 COMMERCIAL INFORMATION

1.1 Company/Organisation name of contractor submitting the Tender:

1.2 Contact name and position or role in the Organisation:

1.3 Company/Organisation address:

1.4 Contact Telephone number including office and mobile:

1.5 Contact email address:

1.6 Company Website address:

1.7 Please specify if you are a sole trader, partnership, company or other body? If 'other body' please define your form of Organisation

1.8 Have any of the business's officers been bankrupt or involved in any company which has gone into liquidation or receivership (if so, please give details)

1.9 Is/has any members of staff been a Councillor with Hazlemere Parish Council? If so, please provide their name(s) and dates of service

1.10 Please state if any member of staff has a relative who is a Councillor with/or is employed by Hazlemere Parish Council. (If so, please give details)

2.0 FINANCIAL INFORMATION

2.1 Please indicate the principle Areas of Business activity in your company;

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2.2 Please indicate which elements, if any of the services of this contract your company anticipates sub-contracting to a third party:

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2.3 Please provide one of the following to demonstrate your economic/financial standing, by indicating your answer with an 'X' in the relevant box.

a. A copy of the audited accounts for the most recent 2 years	
b. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this Organisation.	
c. A statement of the cash flow forecast of the current year and a bank letter outlining the current cash and credit position.	
d. 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).	

3. INSURANCE

3.1 Please provide a copy of your company's insurance certificates and the required information regarding your company insurance cover:

Public Liability Insurance Min £10,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	

Excess (if any)	
Employers Liability Insurance	£5,000,000
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	
Professional Indemnity Insurance;	£2,000,000
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	

4. Health & Safety

4.1 Please supply the name and designation of the person responsible for implementation of the company's Health & Safety Policy:

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4.2 If you employ five or more employees, please enclose a copy of your current Health & Safety Policy:

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4.3 If you employ less than 5 employees, please clarify how you ensure Health & Safety measures are put in place and practiced within your company:

4.4 Please self-certify that your company has a Health & Safety Policy that complies with current legislative requirements:

5.0 Technical Capability

5.1 Previous experience: Please provide information of your company's technical capability, expertise and experience over the past five years (of carrying out similar grounds maintenance services) under a formal contract to the public sector or other public bodies.

5.2 Staff Resilience: How many full-time and/or part-time staff are employed by your company? In years and/or months, how long has each employee been with the company?

5.3 Staff Skills and Development: Please indicate (in the table below) whether any cooperatives you employ and expect to engage on this contract have specific

skills/qualifications related to the range of requirements set out in this Tender Document:

Skill/Qualification	Number of Operatives

5.4 Please provide details of your current training policy/procedures (including any health and safety training) and describe how you ensure that skills are maintained;

5.5 Please provide details of any quality assurance accreditation your company holds or equivalent standard for the areas of work relevant to the contract. Please attach a copy of your quality assurance certificate if you have one. If no accreditation held, please attach a copy of your quality assurance policy:

6.0 References

Please provide details for two companies/organisations for which you have carried out similar works that will provide a reference:

Reference 1:

Company Name	
Company Address	
Contact Name	
Contact Phone Number	
Contact Email Address	
Contract Start / End Dates	
Contract Value	
Brief Description of Contract	

Reference 2:

Company Name	
Company Address	
Contact Name	
Contact Phone Number	
Contact Email Address	
Contract Start / End Dates	
Contract Value	
Brief Description of Contract	

7.0 Value for Money

7.1 How do you think the service you deliver will provide Added Value to your Tender and benefit to Hazlemere Parish Council?

7.2 How will you ensure value for money without compromising factors such as quality and social value?

8.0 Previous Experience and Technical Capability

8.1 Please provide information of your company's technical capability, expertise and experience over the past five years (of carrying out similar grounds maintenance services) under a formal contract to the public sector or other public bodies.

8.2 Please detail below a brief statement setting out how you consider this experience to be relevant to our requirement:

8.3 Please indicate what staff/operatives that you employ on this contract will have specific maintenance or horticultural skills related to the range of requirements set out in this Tender Document:

Skill/Qualification	Number of Operatives

8.4 Please provide details of your current training policy/procedures and describe how you ensure that skills are maintained:

9.0 Quality

9.1 How does your company ensure professional and innovative approaches to work? Please provide an example of the type of Method Statement you would develop to undertake a typical grounds maintenance operation:

9.2 The Service Specification will be expressed principally in outputs terms, one such requirement being that grass shall be maintained within a minimum and maximum height at all times. How would the Company ensure it complies with that requirement?

9.3 Please provide details of any quality assurance accreditation your company holds or equivalent standard for relevant areas of work. Please attach a copy of your quality assurance certificate if you have one.

9.4 Please detail the checks that your company will make to ensure services will be carried out by a suitably trained and competent member of staff:

10.0 Environmental Policies and Social Value

10.1 Outline the company's sustainability or environmental policies and efforts to adapt to climate change. (Please enclose a copy of any company environmental statements or policies).

10.2 What on-site arrangements does your company have for the removal and recycling of any arisings, rubbish and debris accumulated during the provision of services?

10.3 Please provide details or evidence of how your tender will help support the Parish Council's aims to support local businesses, putting money back into the area's economy and providing opportunities for local employment:

11. Additional Information

Please provide any comments or suggestions, not covered elsewhere, you feel may be of further assistance in supporting your Tender.

11. Additional Information continued....