**Applicant to insert Company Name here:**

**Document 1.2**

**Quality Questionnaire**

Project Name:

**The Hop Pole Inn - Phase One**

Project Description:

**Repair works to Building Envelope**

Building:

**The Hop Pole Inn**

**Limpley Stoke**

Text

Description automatically generated

This tender document and completed annexes must be returned, duly completed to [buildinglscbs@gmail.com](mailto:buildinglscbs@gmail.com)

|  |  |
| --- | --- |
| **Closing date for return of this document is:** | **12.00 noon Friday 7th April 2023** |

**1.2.1** **Information for Applicants**

This document is the quality assessment and accompanies the ITT – Invitation to Tender and Conditions of Tender. Details of the scoring and weighting of marks are contained within the ITT.

***All tenderers must complete this document.***

The appraisal of sections A, D, E and F will be conducted on a pass / fail basis. Any sections that are not completed will be marked as a fail.

The appraisal of sections B and C will be scored.

Information submitted will be assessed to inform the selection of a preferred contractor. In the event two contracts are tied they will be invited to interview.

**1.2.2 - A -** **Supplier identity, key roles and contact information**

|  |  |  |
| --- | --- | --- |
| **Supplier identity, key roles and contact information** (Pass / Fail) | | |
| A1 | **Name of legal entity** |  |
|  | **Registered office Address** | Address: |
|  | **Website Address** |  |
| A2 | **Contact Details for Enquiries** | Address:  Phone Number:  E-mail address: |
| A3 | **Registration number, if registered with Companies House or equivalent** |  |
| A4 | **VAT registration number** |  |
| A5 | **Type of organization** |  |
|  |  |  |
| A6 | **Form of Participation:** | Are you delivering the works with others?  Yes  No |
| A7 | **Sub-contractors:** | Please identify the names and roles of the other companies / sub-contractors you intend to employ to deliver the works:   1. . 2. . 3. . 4. . 5. .   . |

**1.2.3 - B – Experience** *Total Score for Section B – 30*

All of the following should be project summary focused i.e. examples of three projects that illustrate a similar profile to that of the Hop Pole Inn. Written summaries are permitted but please don’t include too much detail; 200 words should be sufficient for each questions B1 to B3

|  |  |  |
| --- | --- | --- |
| **Experience** | | |
| B1 | Evidence of experience with Community Groups  *(Score out of 5)* | Attached  Document name: |
| B2 | Evidence and experience of working with historic buildings. *(Score out of 20)* | Attached  Document name: |
| B3 | Evidence of active community engagement. How have your past projects involved the client / community in the course of the build?  *(Score out of 5)* | Attached  Document name: |

**1.2.4 C – Delivery** - *Total Score for Section C – 40*

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| --- | --- | --- |
| **Delivery** | | |
| C1 | Operatives - Who from your company will run the project on site? Please provide CV for foreman and any key operatives from your company who will work on the building.  *(Score out of 20)* | Attached  Document name: |
| C2 | Programme – please submit your draft programme for the works. *(Score out of 10)* | Attached  Document name: |
| C3 | Access and Operation – Please describe how you will manage the works – 350 words  *(Score out of 10)* | Attached  Document name: |

**1.2.5 D - Financial information**

|  |  |  |
| --- | --- | --- |
| **Financial information** (Pass / Fail) | | |
| D1 | Forecast of turnover for the current year; targets and filled orders |  |
| D2 | Copy of the most recent accounts that contain turnover, profit before tax, and balance sheet (if prepared) covering the most recent two-year period of trading. *If not available move to next question.* | Attached  Not available |
| D3 | If accounts are not prepared, provide the relevant pages from the latest tax returns. | Attached |
|  |  |  |

**1.2.6 E – Insurance Statements and Certificates**

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| --- | --- | --- |
| **E - Insurance statement and certificates** (Pass / Fail) | | |
| E1 | Employers’ liability insurance – limit and certificate | Limit:  Certificate attached |
| E2 | Public liability insurance – limit and certificate | Limit:  Certificate attached |

**1.2.7 F - Health and safety**

|  |  |  |
| --- | --- | --- |
| **F - Health and safety: policy and capability** (Pass / Fail) | | |
| F1 | Evidence of periodically reviewed general H&S policy, signed and dated by a senior person within the organization. The H&S policy should also contain the organization and arrangements. These should be relevant to the anticipated nature and scale of activity to be undertaken, and set out responsibilities for H&S management at all levels in the organization.  *(Organizations with fewer than*  *5 employees, see Note 1 to this Table)* | Attached  Not available  Document name: |
| F2 | Details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken, and how these arrangements are communicated to workers. *(Organizations with fewer than 5 employees, see Note 1 to this Table)* | Attached  Not available  Document name: |
| F3 | Evidence of how your organization has ready access to competent H&S advice, for both general health and safety and, for CDM duty holders, construction-related health and safety. | Attached  Not available  Document name: |
| F4 | Evidence of relevant training arrangements to ensure that employees/other workforce have sufficient skills and understanding to discharge their various duties. This should include refresher training on relevant good H&S practice and, for CDM contractors and principal contractors, Construction Phase Plans (CPP) may be used to show how information is disseminated or communicated on-site. Note 2. | Attached  Not available  Document name: |
| F5 | Evidence that your organization implements a means of consulting with its employees/other workforce on H&S matters and how comments, concerns or complaints submitted by employees/other workforce are taken into account. | Attached  Not available  Document name: |
| F6 | Evidence that your organization maintains records of all RIDDOR-reportable (see note 3 to this Table) and other incidents for at least the last three years. | Attached  Not available  Document name: |
|  |  |  |

## 1.2.8 - Declaration

* I declare that to the best of my knowledge the answers submitted, and information contained in this completed document (questionnaire) are correct and accurate.
* I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document.
* I understand that the information will be used in the selection process to assess my organisation’s suitability to participate further in this procurement.
* I understand that the contracting authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/ misleading information or content is provided in any section.
* I confirm that I have visited the site in the course of the preparation of this tender.
* I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name of Person** |  |
| **Position / Role** |  |
| **For / on behalf of** |  |
| **Date** |  |

NOTES:

***NOTE*** *1 If a supplier has fewer than five employees it is not legally required to write down its general policy, organization or arrangements. However, it does need to be able to show that its arrangements are adequate in relation to the type of activity likely to be undertaken.*

**NOTE** 2 Relevant and proportionate CPPs are required for ‘construction work’ covered by CDM 2015. CPPs need only be proportionate to the nature of the activity likely to be undertaken.

***NOTE*** *3 RIDDOR: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.*

**END**