

**KEMPSEY PARISH COUNCIL**

**TENDER SUBMISSION PACK**

**Kempsey IT and Youth Hub**

**Small building**

**Tender closes at 12 noon on 12 February 2026**

**Bids submitted after the stated closing date and time will not be considered**

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## **Appendix 9: Suitability Assessment Questionnaire**

### **PROFILE**

#### **1. Organisation and contact details - information only.**

|                                                                                                                |                                      |  |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------|--|
| Full name of Company (Bidder):                                                                                 |                                      |  |
| Contact name for enquiries about this SAQ:                                                                     |                                      |  |
| Contact position (Job Title):                                                                                  |                                      |  |
| Address:                                                                                                       |                                      |  |
| Post Code:                                                                                                     |                                      |  |
| Telephone number(s):                                                                                           |                                      |  |
| E-mail address:                                                                                                |                                      |  |
| Company/ Registered Provider or Charity registration number (if applicable - please specify registering body): |                                      |  |
| Country of Registration:                                                                                       |                                      |  |
| Type of organisation:<br>(Please tick <b>one</b> )                                                             | i. a public limited company          |  |
|                                                                                                                | ii. a limited company                |  |
|                                                                                                                | iii. a limited liability partnership |  |
|                                                                                                                | iv. other partnership                |  |
|                                                                                                                | v. a sole trader                     |  |
|                                                                                                                | vi. other (please specify)           |  |
| Name and registration number of immediate parent company (if applicable):                                      |                                      |  |
| Name and registration number of ultimate parent company (if applicable):                                       |                                      |  |
| Number of full-time employees:                                                                                 |                                      |  |
| Annual Turnover (£):                                                                                           |                                      |  |

## 2. Financial Information – Pass/ Fail

### Please provide the following

- a. A copy of the audited accounts for the most recent two years.
- b. A statement of the cash flow forecast for the current year.
- c. 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).

This appendix must be clearly titled using the following format:

[Bidder Name] / Financial Information

## 3. Policies – Pass/ Fail

| Policies                                                                                                                                                                                                                                                                                                                           | Answer<br>(Yes or No) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Do you have a Health & Safety Policy                                                                                                                                                                                                                                                                                               |                       |
| Do you have an Environmental Management Policy                                                                                                                                                                                                                                                                                     |                       |
| Do you have a Data Protection / GDPR Policy                                                                                                                                                                                                                                                                                        |                       |
| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the appropriate levels of insurance cover indicated below:<br><br>Employer' Compulsory Liability Insurance - 1 million<br>Public Liability Insurance – 1 million<br>Professional Indemnity Insurance - ½ million |                       |

## 4. Relevant Experience

Provide details of two recent contracts / experience. In particular, of organisations of similar size and type.

|                                                            |
|------------------------------------------------------------|
| Contract 1<br>Name<br>Location<br>Point of Contact Details |
| Contract 2<br>Name<br>Location<br>Point of Contact Details |

## GROUNDS FOR EXCLUSION

### 1. Mandatory grounds for rejection

Important Notice: [For detailed reference information, please use the link Grounds for Mandatory Exclusion](#)

Any Bidder who answers “Yes” to any question in this section will be disqualified from the tender process. Please answer each question

|                                                                                                                                                                             |                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Within the last five years, has the Bidder or any of its directors or partners or any other person who has powers of representation, decision or control been convicted of: | <b>Answer<br/>(Yes or No)</b> |
| <b>Criminality: Convictions for fraud, corruption, money laundering, terrorist offences, human trafficking or modern slavery</b>                                            |                               |
| <b>Non-Payment of Taxes or Social Security</b>                                                                                                                              |                               |
| <b>Professional Misconduct</b>                                                                                                                                              |                               |
| If you have answered yes to any part of the question, please explain what measures have been taken to demonstrate your reliability.                                         |                               |

### 2. Discretionary Grounds for Rejection

Any Bidder who answers “Yes” to any question in this section may be disqualified from the tender process.

|                                                                                                                                          |                               |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Has the bidder ever been the subject of any of the following (or the equivalent of any of the following in the applicable jurisdiction): | <b>Answer<br/>(Yes or No)</b> |
| <b>Financial/Insolvency: Bankruptcy, liquidation, receivership.</b>                                                                      |                               |
| <b>Arrangement or composition with creditors</b>                                                                                         |                               |
| <b>Prior Performance Issues</b>                                                                                                          |                               |
| If you have answered yes to any part of the question, please explain what measures have been taken to demonstrate your reliability.      |                               |

## DECLARATION

When you have completed the SAQ, please ensure that:

- You have answered all the questions;
- You have provided all supporting documentation requested; and
- You have read and signed the undertaking below.

**A Partner, Director or authorised signatory, in his/her own name, on behalf of the Bidder must sign the declaration.**

I certify that the information supplied is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the SAQ. I understand and accept that false information could result in rejection of the application to be selected to take part in the tender process. I confirm that neither myself nor any of my colleagues are related to any of the Authority.

\*Signed: ..... Date: .....

Name: ..... (in ..... block ..... capitals):  
.....

In the capacity of: ..... on behalf of: .....  
(State official position, i.e. Director, Manager, Secretary etc.).

## **Appendix 10: Contractual Undertaking**

### **TENDER FOR THE KEMPSEY IT & YOUTH HUB**

#### **CONTRACTUAL UNDERTAKING**

##### **To Kempsey Parish Council ("the Authority ")**

I / We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my / our Bid either in whole or in part, to supply (or perform the services), on such terms and conditions and in accordance with such Specifications (if any), as are contained or incorporated in the Authority's ITT. I / We agree and declare that the acceptance of this Bid by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a contract for the supply of such items, and, I / We, if requested by the Authority, will enter into a further agreement for the due performance of the contract.

\*Signed: ..... Date: .....

Name: ..... (in ..... block ..... capitals):  
.....

In the capacity of: ..... on behalf of: .....  
(State official position, i.e. Director, Manager, Secretary etc.).

Company Name and postal address:.....  
.....

Telephone No: .....

Fax No:.....

E-mail: .....

\*Company Registration Number and legal form:.....

\*(It must be clearly shown whether the Bidder is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Bidder, the capacity in which he/she signs or is employed).

## **Appendix 11: Pre Construction Information Acknowledgement**

### **Declaration of Acknowledgement and Agreement: Health and Safety Information**

I/we, the undersigned, hereby acknowledge receipt of the Pre-Construction Information and confirm our understanding of the health and safety requirements as set out in the tender documentation and all relevant legislation, including but not limited to the Construction (Design and Management) Regulations 2015.

On acceptance of the contract, I/we agree to:

- Provide all required health and safety information prior to commencement of works including the production of a Construction Phase Health and Safety Plan and a Risk Assessment.
- Add, update, and maintain all necessary health and safety documentation and records throughout the duration of the contract.
- Ensure that all information is accurate, up-to-date, and compliant with current legislation and best practice.
- Cooperate fully with the Authority and any appointed representatives to facilitate the effective management of health and safety on site.

I/we understand that failure to comply with these requirements may result in action by the Authority.

\*Signed: ..... Date: .....

Name: ..... (in ..... block ..... capitals):  
.....

In the capacity of: ..... on behalf of: .....  
(State official position, i.e. Director, Manager, Secretary etc.).

## **Appendix 12: Quality Questions**

### **QUESTIONS BIDDERS ARE REQUIRED TO ANSWER**

The responses to the questions in this Appendix along with prices submitted in the pricing schedule will be used to evaluate the responses received under the criteria and weighting system. Please refer to the Award Criteria detailed in Appendix 7 and familiarise yourself with this before completing this Appendix.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Criteria A – Quality</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Q.A1 DESIGN (understanding the project brief)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Weighting 30%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Please submit your design proposal for this IT &amp; Youth Hub project. Your submission should be presented in a way to clearly illustrate your understanding and compliance with the brief.</b></p> <p>For example, your design proposal should include but not be limited to:</p> <ul style="list-style-type: none"><li>• Plans and elevations showing the proposed building externally and internally – scale 1:20</li><li>• External and internal dimensions of the building</li><li>• Floor plan</li><li>• Full technical specification of the materials of construction being proposed</li><li>• Details of the groundworks and foundations for the Hub</li><li>• Layout and specification details of the WC, the kitchen facility and the main internal space</li><li>• Mains water and electrical supply connection points to the buildings</li><li>• Waste water connection points to the main drain</li><li>• Drainage proposals for surface water.</li><li>• Length and layout of the pathway leading to the Hub entrance</li><li>• Details of the access arrangements</li><li>• A discretionary Sustainability Statement</li></ul> <p><b>It is suggested that your submission for this question should not exceed 6no. pages.</b></p> <p>Please attach any supporting documents (to be marked [Bidder Name] / Q1</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Criteria A – Quality</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Q.A2 Compliance with Health and Safety                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Weighting 5%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Please explain how you will comply with the Construction (Design and Management) Regulations 2015, roles of duty holders under CDM, provide suitable trained staff, manage the site, signage, use of safety fencing and the prevention of accidents to employees and public. Please attach your examples of CDM documentation, risk assessments, safe operating procedures, and any other H &amp; S documents (to be marked [Bidder Name] / Q.A2).</p> |
| <p>Response:</p> <p>(Please expand this section as required)</p>                                                                                                                                                                                                                                                                                                                                                                                          |

### Criteria A – Quality

### Q.A3 Approach and Methodology

### Weighting 5%

Please demonstrate your understanding of the requirements of the Specification and:

- Identify the lead person /contact for the project
- Submit a methodology of how you would approach the commission
- Submit a programme of works which reflects the methodology
- Identify tasks and stages for delivery

Response:

(Please expand this section as required)

### Criteria A – Quality

### Q.A3 Relevant Experience

### Weighting 5%

Please demonstrate you have a proven track record with regards to the requirements of this commission and demonstrate you have necessary key skills and competencies required. Your response should provide examples of similar relevant projects/contracts you have successfully delivered.

Response:

(Please expand this section as required)

### Criteria A – Quality

## Q.A5 Terms & Conditions and Contract

### Weighting 5%

Please consider: Please consider:

- How your proposed terms and conditions and contract support the successful delivery of this project.
- The clarity, fairness, and suitability of your terms for a public sector client.
- Any provisions that demonstrate flexibility, risk management, or added value for the Authority.
- How you will approach negotiation of terms if required.
- The process for resolving disputes or managing changes during the contract period.
- Warranty details.

Please attach any supporting documents (to be marked [Bidder Name] /Q.A6).

Response:

(Please expand this section as required)

### **Appendix 13: Financial Submission**

I/We hereby Tender and undertake to execute and complete the Kempsey IT & Youth Hub Project for the cost as set out below:

Please provide a detailed breakdown of your total tendered price using the categories below. This breakdown will help the Authority assess the transparency and value of your proposal. Ensure all figures are exclusive of VAT. The sum of all the categories must equal your total tendered price.

| Description                                                                                                                                                                                                                                                                                                                                            | Price (exc VAT) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| To provide the design and construction; all labour, plant, equipment, materials, and disposal for a IT & Youth Hub including a surface water drainage system at the Plovers Rise Playing Fields, Kempsey WR5 3SA in accordance with the Construction Works, Materials and Associated Services and supporting information as specified within this ITT. | £               |
| Breakdown of Price                                                                                                                                                                                                                                                                                                                                     |                 |
| Design                                                                                                                                                                                                                                                                                                                                                 |                 |
| Materials                                                                                                                                                                                                                                                                                                                                              |                 |
| Labour                                                                                                                                                                                                                                                                                                                                                 |                 |
| Machinery / Transport                                                                                                                                                                                                                                                                                                                                  |                 |
| Miscellaneous                                                                                                                                                                                                                                                                                                                                          |                 |
| Warranty & aftercare                                                                                                                                                                                                                                                                                                                                   |                 |
| <b>Total:</b>                                                                                                                                                                                                                                                                                                                                          |                 |

The price used for evaluation purposes will be the total cost to deliver the Procurement.

Cost quoted shall be fixed for 90 days up to the Commencement Date and for the whole period of the Contract.

I/We understand that the Authority are not bound to accept the lowest or any Tender that may be received.

Suppliers Signature: .....  
(Authorised employee)

Suppliers Name: .....  
(Block Capitals)

Suppliers Position: .....  
(Block Capitals)

Duly authorised for and on behalf of: .....  
(Company name)

Date: .....

#### **Appendix 14: Schedule of Payments**

Please provide a clear breakdown of the proposed payment schedule for the duration of the contract. The schedule must reflect the Bidder's proposed approach to delivery, milestones, and cash flow requirements.

Bidders may use milestone-based payments, monthly payments, stage payments, or a hybrid model, depending on the nature of the contract.

Please indicate the payment model proposed:

- ☐ Milestone-based
- ☐ Monthly / Periodic
- ☐ Stage-based
- ☐ Other (please specify): \_\_\_\_\_

This appendix must be clearly titled using the following format:

[Bidder Name] / Kempsey IT & Youth Hub Schedule of Payments

Please note:

- The Authority will review the submitted Schedule of Payments prior to awarding the contract.
- Acceptance of the Schedule of Payments is not automatic; they will be subject to negotiation between the Authority and the preferred bidder.
- Failure to include this appendix may result in your bid being deemed non-compliant.

## **Appendix 15: Terms and Conditions / Minor Works Contract**

### **Submission of Terms and Conditions**

All bidders are required to include a copy of their proposed terms and conditions and contract as a separate appendix to their submission. This appendix must be clearly titled using the following format:

[Bidder Name] / Kempsey IT & Youth Hub - Preferred Terms

Please note:

- The Authority will review the submitted terms and conditions prior to awarding the contract.
- Acceptance of these terms is not automatic; they will be subject to negotiation between the Authority and the preferred bidder.
- Failure to include this appendix may result in your bid being deemed non-compliant.