



**South Tees
Site Company**

General Training Requirements

TENDER REFERENCE: STSC-JN-0050

Tender Issue Date: 3rd May 2019

Tender Return Date: 6th June 2019

**South Tees Site Company Limited
Procurement Department
Teesside Management Offices
Redcar
TS10 5QW**

STSC-JN-0050 General Training Requirements

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1. Introduction

South Tees Site Company Limited (STSC) have been appointed to maintain the safety of the Redcar site (formally SSI Steel).

South Tees Site Company is a Government owned Company that is part of the BEIS (Business, Energy & Industrial Strategy) Department.

2. Indicative Timetable

The anticipated timetable for this tender exercise is as follows. STSC reserves the right to vary this timetable. Any variations will be published on contracts finder or circulated to all organisations who have registered an interest in notifications.

| Tender Timeline | Date |
|---|----------|
| Advert and full invitation to tender issued | 03.05.19 |
| Site Visit | N/A |
| Deadline for questions relating to the tender | 17.05.19 |
| Responses to questions published | 22.05.19 |
| Deadline for receipt of tender | 06.06.19 |
| All suppliers informed of outcome | 21.06.19 |
| Contract award on signature by both parties | 30.06.19 |
| Contract start date | Tbc |

The contract is to be for the period of the specified job unless terminated or extended by the Authority in accordance with the terms of the contract.

3. Procedure for Submitting Tenders

Please send your proposal clearly marked as "TENDER" and include the Tender Reference Number e.g. STSC- JN-0050 **before** the deadline of 6th June 4pm to Procurement via email: procurement@stsc ltd.co.uk

For questions regarding the procurement process please contact procurement@stsc ltd.co.uk.

Tenders will be received up to the time and date stated. Please ensure that your tender is delivered no later than the appointed time on the appointed date. STSC does not undertake to consider tenders received after that time. STSC requires tenders to remain valid for a period indicated in the specification of requirements.

STSC shall have the right to disqualify a bidder from the procurement if they fail to fully complete their response, or do not return all of the fully completed documentation and declarations requested in this ITT. STSC shall also have the right to disqualify you if it later becomes aware of any omission or misrepresentation in your response to any question within this invitation to tender. If you require further information concerning the tender process, or the nature of the proposed email procurement@stsc ltd.co.uk. All questions should be submitted by 17th May 11am; questions submitted after this date may not be answered. Should questions arise during the tendering period, which in our judgement are of material significance, we will publish these questions with our formal reply by the end of 22nd May on Contracts Finder. All contractors should then take that reply into

consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so.

You will not be entitled to claim from STSC any costs or expenses that you may incur in preparing your tender whether or not your tender is successful.

4. Evaluation of Responses

The tender process will be conducted to ensure that bids are evaluated fairly and transparently, in accordance with agreed assessment criteria. Further details are provided in the specification.

There will be an overall 30/70 cost/quality weighting on the evaluation.

Tenders will be evaluated using criteria shown in the Price/Quality Evaluation Criteria Section.

5. Terms and Conditions applying to this Invitation to Tender

The Terms and Conditions published with this invitation to tender on Contracts Finder will apply to this contract.

These can be downloaded from Contracts Finder.

This agreement is for 36 months.

See appendix 1: Terms & Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

6. Further Instructions to Contractors

STSC reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated and issued by Procurement. Where amendments are significant, STSC may at its discretion extend the deadline for receipt of tenders.

STSC reserves the right to withdraw this contract opportunity without notice and will not be liable for any costs incurred by contractors during any stage of the process. Contractors should also note that, in the event a tender is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that tender may be rejected. By issuing this invitation STSC is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept a portion of any tender unless the tenderer expressly stipulates otherwise in their tender.

7. Documents to be Submitted

| Requirement | Assessment |
|---|-------------------|
| Declaration 1: Statement of non-collusion | Pass/Fail |
| Declaration 2: Form of Tender | Pass/Fail |
| Declaration 3: Conflict of Interest | Pass/Fail |
| Declaration 4: Questions for Tenderers | Pass/Fail |
| Declaration 5: Agreement to published T&C's without deviation | Pass/Fail |
| Declaration 6: Use of Sub-Contractors | Pass/Fail |
| Declaration 7: Confirmation of Health and Safety Policy that complies with current legislative requirements. | Pass/Fail |
| Declaration 8: Enforcement/remedial orders in relation to the Health, Safety and Environment enforcement agencies (or equivalent body) in the last 3 years? | Pass/Fail |

| | |
|--|--------------|
| Pricing Schedule | Quantitative |
| Response to Quality Assessment Questions | Qualitative |
| Copy of Environmental Policy if held | Information |

Note: Failure to comply with one or more pass/fail requirements will deem your tender non-compliant and it will not be evaluated.

8. Job Background

The South Tees Site Company (STSC) site covers an area of approximately 8 square miles, directly located on the South side of the River Tees between the towns of Redcar and South Bank. The site boundary is approximately 13.5 miles (including River Tees border). As a heavily regulated, top tier COMAH site STSC employee's a team of staff who's role is to keep the site safe.

9. Scope

South Tees Site Company has a requirement to ensure all staff are fully trained in order to effectively manage the site ensuring the safety of its employees, other operating businesses on site and the general public. As a result of the various elements of the site there are a number of different qualifications, accreditations and training courses which STSC require delivery of both on and off site.

10. Drawings & Specifications

See Appendix 2: Training Summary

Please note that the list of training is not exhaustive and there may be further requirements as the STSC projects progress. The summary gives an indication of the number of delegates for each course and in which year of the agreement this needs to be delivered.

11. Standards

Please provide details of the relevant qualifications held by the proposed training delivery teams, including that of any sub-contractors. This is for information only and will not be evaluated as part of this tender.

12. Site Visit

A site visit is not required at this stage for this work. The successful bidder will visit site upon contract award.

13. Health & Safety

South Tees Site Company Ltd is a top tier COMAH site and as such, is heavily regulated. All contractors and sub-contractors are required to complete the STSC contractor approval documents.

14. Budget

The budget for this project is £40,000 to £80,000 excluding VAT.

The length of this contract is 2 years with the option to extend for an additional year.

In submitting full tenders, contractors confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

STSC aims to pay all correctly submitted invoices within 30 days in line with standard terms and conditions of contract.

15. Price/Quality Evaluation Criteria

Price 30 Points

This includes the 'Tender Total'. The number of points will be awarded such that the lowest tender receives 30 points, the others will receive points based on their percentage above the lowest tender.

Example

Lowest Tender Total: £15k – 30 Points

Next Lowest Tender: £18k – $(15/18 \times 30)$ – 25 Points

Next Lowest tender: £22k – $(15/22 \times 30)$ – 20 Points

See Appendix 3 – Price Schedule

Quality 70 Points

Page count – please be advised that any tender information over the maximum page count requested will not be subject to evaluation as part of this tender and as such will be discounted.

Methodology – 30%

Please provide a comprehensive methodology of how you will meet the requirement set out in the specification (**maximum 3 sides of A4**).

Bidder guidance – The bidder should detail clearly how their bid will meet the requirement including (but not limited to) details of approach taken, the stages of development and the key considerations.

Evidence of delivering similar projects – 70%

Please provide details of a minimum three and maximum five similar projects your company has been engaged in (**maximum 4 sides of A4**).

Bidder guidance – The bidder is required to outline key challenges faced and how these were overcome, any lessons learned, and how you will utilise these experiences to add value in the realisation of STSC's commission objectives.

Scoring Methodology

| | |
|----|---|
| 0 | The Question is not answered or the response is completely unacceptable. |
| 10 | Extremely poor response – they have completely missed the point of the question. |
| 20 | Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed. |
| 40 | Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier. |
| 60 | Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire. |

| | |
|-----|--|
| 80 | Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed. |
| 100 | Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider. |

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 (60/100 x 10 = 6)

16. Procurement

All communication relating to this tender must be made via the Procurement Team.

Email: procurement@stsc ltd.co.uk

Please use this email address to:

- Confirm the Tenderer intends to submit a tender.
- Raise any questions during the tender period.
- Return the completed tender.

17. Freedom of information

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), the Contracting Authority may be required to disclose information submitted by the Bidder.

In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question below.

Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.

Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.

Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this RFP Bidders are agreeing that their participation and contents of their Response may be made public.

FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS

Please complete this section only if you have agreed for your information to be disclosed under the FOI Act or:

If you have not agreed to your information to be disclosed under the FOI Act please complete a field 'N/A' (Not applicable)

If you have agreed for your information to be disclosed under the FOI Act please tell us what exemptions or exceptions may apply to your information and why?

If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)

| | | |
|------------------|--|---|
| Bidder guidance | The Bidder shall provide details of their proposed exemptions/exception in the table below. The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if the Contracting Authority believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority. Be aware that by completing and answering 'Yes' you have agreed for STSC Ltd to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent. | |
| Scoring criteria | For information only | |
| Bidder response | Confidential Information | Justification for exemption/exception under FOI Act |
| | | |
| | | |
| | | |
| | Commercially sensitive information | Justification for exemption/exception under FOI Act |
| | | |
| | | |
| | | |

Declaration 1: Statement of non-collusion

To: South Tees Site Company Limited

1. We recognise that the essence of competitive tendering is that STSC will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.

2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:

- a) communicate to any person other than STSC the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;
- b) enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;
- c) offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.

3. In this certificate, the word "person" shall include any person, body or association, corporate or unincorporated; and "any agreement or arrangement" includes any such information, formal or informal, whether legally binding or not.

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Date

Declaration 2: Form of Tender

To: South Tees Site Company Limited

- 1. Having considered the invitation to tender and all accompanying documents (including without limitation, the terms and conditions of contract and the specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.
- 2. We hereby tender and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of contract and the specification for the amount set out in the Pricing Schedule.
- 3. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.
- 4. We agree that this tender shall remain open to be accepted by STSC for x weeks from the date below.
- 5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to) the Companies Act 2006) if requested by the Authority we may be required to secure a Deed of Guarantee in favour of STSC from our holding company or ultimate holding company, as determined by STSC in their discretion.
- 6. We understand that STSC is not bound to accept the lowest or any tender it may receive.
- 7. We certify that this is a bona fide tender.

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Email address

.....
Telephone Number

.....
Date

Declaration 3: Conflict of Interest

I have nothing to declare with respect to any current or potential interest or conflict in relation to this tender (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this tender, or to indicate a professional or personal interest in the outcomes from this tender.

Signed

Name

Position

OR

I wish to declare the following with respect to personal or professional interests related to relevant organisations*;

X
X

Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.

X
X

Signed

Name

Position

Please complete this form and return this with your ITT documentation - Nil returns **are** required.

- * These may include (but are not restricted to);
- A professional or personal interest in the outcome of this research
- For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
- Current or past employment with relevant organisations
- Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)
- Gifts or entertainment received from relevant organisations
- Shareholdings (excluding those within unit trusts, pension funds etc.) in relevant organisations
- Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

All of the above apply both to the individual signing this form and their close family / friends / partners etc.

If your situation changes during the project in terms of interests or conflicts, you must notify the OGA straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR ORGANISATION CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY.

Declaration 4: Questions for Tenderers

In some circumstances STSC is required by law to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

| Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? | Answer |
|--|---------------|
| (a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA; | |
| (b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption; | |
| (c) the offence of bribery, where the offence relates to active corruption; | |
| (d) bribery within the meaning of section 1 or 6 of the Bribery Act 2010; | |
| (e) fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of: | |
| (i) the offence of cheating the Revenue; | |
| (ii) the offence of conspiracy to defraud; | |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; | |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; | |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; | |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; | |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; | |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or | |
| (ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006; | |
| (f) money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002; | |

| | | |
|-----|--|--|
| (g) | an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or | |
| (h) | an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or | |
| (i) | any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State. | |

Declaration 5: Agreement to Published Terms &Condition

To: South Tees Site Company Limited

We confirm agreement to the published Terms and Conditions in relation to this tender without deviation.

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Date

Declaration 6: Use of Sub-Contractors

To: South Tees Site Company Limited

We intend to use the below sub-contracts in delivering this tender.

| Sub-contractor | Nature of Work |
|----------------|----------------|
| | |
| | |
| | |

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Date

OR

We do not intend to use sub-contractors in delivering this tender.

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Date

Declaration 7: Health & Safety Policy

| | |
|------------------|--|
| | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement. |
| Bidder guidance | The Bidder shall answer Yes or No Yes – Pass No - Fail |
| Scoring criteria | Mandatory Pass / Fail |

Please sign in the appropriate box:

| | |
|-----|----------------------|
| Yes | Sign: Print Name: |
| No | Sign: Print Name: |

Declaration 8: Enforcement/remedial orders

| | |
|-------------------------|---|
| | <p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health, Safety and Environment enforcement agencies (or equivalent body) in the last 3 years?</p> |
| <p>Bidder Guidance</p> | <p>The Bidder Shall answer yes or no</p> <p>Yes = *Fail</p> <p>No = Pass</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p> |
| <p>Scoring criteria</p> | <p>Mandatory Pass / Fail</p> |

Please sign in the appropriate box:

| | |
|------------|---------------------------------|
| <p>Yes</p> | <p>Sign:</p> <p>Print Name:</p> |
| <p>No</p> | <p>Sign:</p> <p>Print Name:</p> |

Declaration 9: General Data Protection Regulations

The Supplier shall comply at all times with all data protection legislation applicable in the UK from time to time.

The Supplier warrants that that it shall under this Contract:

Process only on documented instructions by the Contracting Authority, including regarding international transfers (unless, subject to certain restrictions, legally required to transfer to a third country or international organisation);

- provide all reasonable assistance to the Contracting Authority in the preparation of any Data Protection Impact Assessment
- ensure those processing personal data are under a confidentiality obligation (contractual or statutory);
- appoint a suitably qualified data protection representative to manage the data;
- Keep records of their data processing activities performed under this Contract in order to be able to provide information included in those records to the Data Protection Authorities, upon request. Records should include: (1) details of the data controller and data processor and their representatives; (2) the categories of processing activities that are performed; (3) information regarding cross-border data transfers and; and (4) a general description of the security measures that are implemented;
- take all measures required under the security provisions which includes pseudonymisation and encrypting personal data as appropriate;
- only use a sub-processor with Contracting Authorities formal written consent (specific or general, although where general consent is obtained processors must notify all and any changes to the Contracting Authority, giving them an opportunity to object);
- flow down the same contractual obligations to sub-processors as is imposed upon the Supplier by the Contracting Authority;
- notify Contracting Authority without undue delay data breaches;
- assist Contracting Authority in responding to requests from individuals (data subjects) exercising their rights;
- assist Contracting Authority in complying with the obligations relating to a security breach notification, Data Protection Impact Assessment and consulting with supervisory authorities;
- securely destroy (providing evidence that this has occurred e.g. a secure waste disposal certificate from a third party) or return as instructed by the Contracting Authority all personal data at the end of the Contract (unless storage is required by EU/member state law);
- make available to the Contracting Authority all information necessary to demonstrate compliance; allow/contribute to audits (including inspections by the Contracting Authority or a third party); and inform the Contracting Authority if its instructions infringe data protection law or other EU or member state data protection provisions.
- where the supplier is required to collect any Personal Data on behalf of the Contracting Authority, it shall ensure that it provides the data subjects form who the Personal Data are collected, with a privacy notice in a form to be agreed with the Contracting Authority

The Contracting Authority may require further assurances during the Contract through a series of questions as to Suppliers GDPR compliance. Notwithstanding any other remedies available to the Contracting Authority, the Supplier shall fully indemnify the Contracting Authority as a result of any such breach of the General Data Protection Regulations (GDPR), by the Supplier or any other

party used by the Supplier in its performance of the Contract, that results in the Contracting Authority suffering fines, loss or damages.

Schedule of Processing, Personal Data and Data Subjects

The Supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further written processing instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be the subject of a formal amendment to this Contract.

1. The contact details of Contracting Authority Data Protection Officer are:
2. Sue Houston
3. Data Protection Officer Address: Teesside Management Offices, Trunk Road, Redcar TS10 5QW
4. The contact details of the Suppliers Data Protection Officer are:
Name:
 Email :
 Data Protection Officer Address:
5. The Supplier shall comply with any further written instructions with respect to processing by Contracting Authority. Any such further instructions shall be incorporated into this Schedule

| Description | Details |
|----------------------------------|---|
| Subject matter of the processing | Company names and addresses, images, employee names and works telephone numbers. Information is held to ensure the safety of all contractors and visitors on site and to ensure they and their employees are fully contactable. |
| Duration of the processing | Processing will take place from the commencement of the contract until up to 12 months after the contract end (dependant of the requirement). |

| | |
|--|---|
| Nature and purposes of the processing | The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or combination, restriction, erasure or destruction of data. |
| Type of Personal Data | Names, mobile numbers, dates of birth vehicle registration, images |
| Categories of Data Subject | |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data | Date to be removed after any job or contract term ends unless for legal or union reasons. |

GDPR Questionnaire

The Supplier agrees that during any term or extension it shall complete and return the attached questionnaire as advised below.

Note: the Contracting Authority also reserves the right to amend or increase these frequencies, as it deems necessary to secure assurance with regards to compliance.
 The Contracting Authority requires such interim assurances to ensure that the Supplier is still compliant with the needs of the GDPR Act due to the implications of a breach.
 The Supplier agrees that any financial burden associated with the completion and submission of this questionnaire at any time, shall be at the Suppliers cost to do so and will not be reimbursable.

.....
 Signature (on behalf of the tenderer)

.....
 Print name

.....
 Date

