

FOL16/615: RESURFACING AND RECONFIGURATION OF TENNIS COURTS

SCHEDULE 5 – TENDER RESPONSE DOCUMENT WITH AN INITIAL SUITABILITY ASSESMENT BASED ON PAS91:2013

|  |
| --- |
| If you are already a member of **Constructionline** you can provide us with your registration number and then skip the core questions C1, C2, C3, C4, O1, O2, O3 and O4 and **go straight to Stage 1 Suitability Assessment questions on Page 14.** |
| Name of Company |  | Registration Number |  |
| Constructionline work category relevant to this project: |  | Relevant recommended contract (notation) value  |  |
| Core Question Module C1: **Supplier identity, key roles and contact information***You must provide all the information in this section. Scoring: INFORMATION ONLY*\*Question numbers in white in shaded cells in the left hand column are PAS 91 question numbers. |
| Q Ref | Information Required | Description of supporting information expected, which will be taken into account in assessment. |
| C1-Q1 | Name of legal entity or sole trader: |  |
| Trade name, if different from above |  |
| C1-Q2 | Registered Office address: |  |
|  |
| Town: |  |
| County: |  |
| Post code: |  |
| C1-Q3 | Contact Details for enquiries | Title: |  |
| Forename: |  |
| Surname: |  |
| Job title: |  |
| email: |  |
| Tel: |  |
| Head office or trading office if different from that of registered office | Town: |  |
| County: |  |
| Post code: |  |
| C1-Q4 | Registration number if registered with Companies House or equivalent: |  |
| C1-Q5 | Charity Registration number: |  |
| C1-Q6 | VAT registration number *(if applicable)* |  |
| C1-Q7 | Name of immediate parent company: |  |
| C1-Q8 | Name of ultimate parent company: |  |
| C1-Q9 | Type of organisation: | PLC [ ] Limited company [ ] LLP [ ] Other partnership [ ] Sole trader [ ] Other (please specify): |

|  |
| --- |
| Core Question Module C2: **Financial Information***You must provide all the information in this section.**Scoring: PASS/FAIL****Please see Appendix 2: Financial Assessment Criteria for explanation of our calculations.*** |
| Q Ref | Information required | Description of information expected, which will be taken into account in assessment. | Tick if provided |
| **C2-Q1** | Accounts: *Please select the one organization description that most closely matches your organization and provide information accordingly.* |
| C2-Q1-1 | Financial information for a **start-up business** that has not reported accounts to the Revenue or Companies House. | * Turnover forecast
* Opening balance sheet that includes:
* Initial loan from directors/owners to start the business
* Fixed assets, i.e. motor vehicles, specialized tools, computer programmes and computer equipment used to help the business function.
* Management accounts
 | [ ] [ ] [ ]  |
| C2-Q1-2 | Accounts for an unincorporated business (sole traders and partnerships). | **Sole Traders or Partnerships*** Profit and loss sheet
* Balance sheet
* Notes to the accounts

OR**Sole Trader*** Self employment section of the Self Assessment Tax Return, that shows the
* Accounts Year End date
* Business income
* Net profit/loss
* The current forms as per HMRC are Self Assessment Tax Return (SA100).

 If you file returns by paper, you will also need to complete:* SA103S if the turnover is below £73,000
* SA103F if the turnover is above £73,000

**Partnership*** The Partnership Self Assessment Tax Return that shows the
* Accounts Year End date
* Business income
* Net profit/loss.
* The current forms as per HMRC are:
* Self Assessment Tax Return (SA100)
* Partnership Supplementary Pages (SA104)
* Nominated Partnership Return (SA800)

If you file your returns by paper, you will also need to complete:* SA103S if the turnover is below £73,000
* SA103F if the turnover is above £73,000
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| C2-Q1-3 | Accounts for a small company or limited liability partnership with a turnover of below the audit threshold (currently £6.5 million) that is not required to prepare audited accounts. | A full and final set of accounts including:* Profit and loss
* Balance sheet
* Notes to the accounts
* Audit report (if audited) or the Accountants’ Certificate

**Abbreviated or draft accounts are not acceptable.** | [ ] [ ] [ ] [ ]  |
| C2-Q1-4 | Accounts for a medium to large incorporated entity and all other organisations that are required to prepare audited accounts. | A copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two year period of trading or, if trading for less than two years, the period that is available.The accounts we require are sometimes described as ‘full’ accounts, which distinguishes them from ‘abbreviated’. The latter do not include the profit and loss page that details turnover and profit before tax.**Abbreviated accounts are not acceptable.**Full accounts include:* Director’s report
* Profit and loss
* Balance sheet
* Notes to the accounts.
 | [ ] [ ] [ ] [ ] [ ]  |
| **C2-Q2** | **Insurance statement and Certificates** |  |
| C2-Q2-1 | Employers’ Liability insurance |  |
|  |  | Policy number |  |
| Limit of indemnity |  | Excess |  |
| Limit for a single event |  |
| Expiry date |  | CertificateProvided? | Yes[ ]  |
| C2-Q2-2 | Public liability insurance |  |
|  |  | Policy number |  |
| Limit of indemnity |  | Excess |  |
| Limit for a single event |  |
| Expiry date |  | CertificateProvided? | Yes[ ]  |
| C2-Q2-3 | Professional Indemnity Insurance*(Where consultancy input involved)* |  |
| Policy number |  |
| Limit of indemnity |  | Excess |  |
| Limit for a single event |  |
| Expiry date |  | CertificateProvided? | Yes[ ]  |
| *You must answer these questions.* *Responses will be taken into account as part of the assessment process**Scoring: PASS/FAIL* |
| ***Mandatory reasons for exclusion***Do any of the circumstances as set out in Regulation 57 of the Public Contracts Regulations 2015 apply to you as the applicant or to members of any applicant Group or any envisaged sub-contractor?*If yes, please supply details.* |
| C3-Q1 | If 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, please provide information: |
| C3-Q1(a) | Conspiracy: within the meaning of section 1 or section 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983, or in Scotland the Offence of conspiracy, where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA; | Yes[ ]  | No[ ]  |
| C3-Q1(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; | Yes[ ]  | No[ ]  |
| C3-Q1(c) | Bribery: the common law offence of bribery; | Yes[ ]  | No[ ]  |
| C3-Q1(d) | Bribery: within the meaning of section 1, 2 or 6 of the Bribery Act 2010 or Section 113 of the Representation of the People Act 1983; | Yes[ ]  | No[ ]  |
| C3-Q1(e) | 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 Union, within the meaning of: |
| C3-Q1(e)(i) | The common law offence of cheating the Revenue; | Yes[ ]  | No[ ]  |
| C3-Q1(e)(ii) | The common law offence of conspiracy to defraud; | Yes[ ]  | No[ ]  |
| C3-Q1(e)(iii) | Fraud or theft within the meaning of the Theft Act 1968,the Theft Act (Northern Ireland) Order 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;  | Yes[ ]  | No[ ]  |
| C3-Q1(e)(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; | Yes[ ]  | No[ ]  |
| C3-Q1(e)(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; | Yes[ ]  | No[ ]  |
| C3-Q1(e)(vi) | An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; | Yes[ ]  | No[ ]  |
| C3-Q1(e)(vii) | Destroying, defacing or concealing of documents or procuring the extension 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; | Yes[ ]  | No[ ]  |
| C3-Q1(e)(viii) | Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or | Yes[ ]  | No[ ]  |
| C3-Q1(e)(ix) | The possession of articles for use in frauds within the meaning of Section 6 of the Fraud Act 2006 or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; | Yes[ ]  | No[ ]  |
| C3-Q1(f) | Any offence listed: |
| C3-Q1(f)(i) | In Section 41 of the Counter Terrorism Act 2008; | Yes[ ]  | No[ ]  |
| C3-Q1(f)(ii) | In Schedule 2 to that Act where the Court has determined that there is a terrorist connection; | Yes[ ]  | No[ ]  |
| C3-Q1(g) | Any offence under sections 44-46 of the Serious Crimes Act 2007 which relates to an offence covered by sub-paragraph C3-Q1(f) | Yes[ ]  | No[ ]  |
| C3-Q1(h) | Money laundering within the meaning of Section 340 (11) and 415 of the Proceeds of Crime Act 2002: | Yes[ ]  | No[ ]  |
| C3-Q1(i) | 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; | Yes[ ]  | No[ ]  |
| C3-Q1(j) | An offence under Section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; | Yes[ ]  | No[ ]  |
| C3-Q1(k) | An offence under Section 59a of the Sexual Offences Act 2003; | Yes[ ]  | No[ ]  |
| C3-Q1(l) | An offence under Section 71 of the Coroners and Justice Act 2009; | Yes[ ]  | No[ ]  |
| C3-Q1(m) | 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 | Yes[ ]  | No[ ]  |
| C3-Q1(n) | Any other offence within the meaning of Article 57(1) of the Public Contracts Directive: | Yes[ ]  | No[ ]  |
| C3-Q1(n)(i) | As defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or. | Yes[ ]  | No[ ]  |
| C3-Q1(n)(ii) | Created after the day on which these regulations were made in the law of England and Wales and Northern Ireland. | Yes[ ]  | No[ ]  |
| ***Discretionary reasons for exclusion***Do any of the circumstances as set out in Regulation 57 of the Public Contracts Regulations 2015 apply to the Applicant, members of the Applicant Group or any envisaged sub-contractor?*If ‘yes’, please supply details.* |
| C3-Q2 | Is any of the following true of your organisation: |
| C3-Q2(a) | Being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of Section 268 of the Insolvency Act 1986, or Article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other State; | Yes[ ]  | No[ ]  |
| C3-Q2(b) | Being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or | Yes[ ]  | No[ ]  |
| C3-Q2(c) | Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part of the company's business or is the subject of similar procedures under the law of any other State? | Yes[ ]  | No[ ]  |
| C3-Q3 | Has your organisation: |
| C3-Q3(a) | Been convicted of a criminal offence relating to the conduct of its business or profession, including, for example, any infringements of any national or foreign law on protecting security of information or the export of defence or security goods;  | Yes[ ]  | No[ ]  |
| C3-Q3(b) | Committed an act of grave misconduct in the course of its business; | Yes[ ]  | No[ ]  |
| C3-Q3(c) | Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; or | Yes[ ]  | No[ ]  |
| C3-Q3(d) | Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the member State in which you are established; | Yes[ ]  | No[ ]  |
| C3-Q3(e) | Been guilty of serious misrepresentation in providing any information required of you under Regulation 57 of the Public Contracts Regulations 2015? | Yes[ ]  | No[ ]  |
| Core Question Module C4: **Health and Safety Policy and Capability***You must provide all the information in this section (PASS/FAIL scoring)* |
| C4-Q1 | **Exemptions:** If your organization meets the criteria below and you can provide supporting evidence, you do not need to complete the following health and safety questions.* You have within the last twelve months, successfully completed a third-party assessment with a scheme which is a registered member of Safety Schemes in Procurement (SSIP). Or
* You hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001.
 |
|  | Are you claiming exemption? | Yes[ ]  | No[ ]  | What is the name of the scheme/certificate? |
|  | Are you providing a copy of the certificate? | Yes[ ]  | No[ ]  |
| Q Ref | Question | Response |
| C4-Q3 | **Please demonstrate that you have a policy and organization for health and safety (H&S) management?**You are expected to have and implement an appropriate policy, regularly reviewed and signed off by the Managing Director or equivalent.The policy must be relevant to the nature and scale of your work and set out the responsibilities for health and safety management at all levels within the organisation |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q4 | **Please demonstrate arrangements for ensuring that your H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents?**These should set out the arrangements for health and safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under CDM2007. There should be a clear indication of how these arrangements are communicated to the workforce. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q5 | **Please demonstrate that you have access to competent H&S advice/assistance – both general and construction sector related**Your organisation, and your employees, must have ready access to competent health and safety advice, preferably from within your own organisation.The advisor must be able to provide general health and safety advice, and also (from the same source or elsewhere) advice relating to construction health and safety issues. |  |
| C4-Q6 | **Please demonstrate that you have a policy and process for providing your workforce with training and information appropriate to the type of work for which your organization is likely to bid.**You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties as contractors, designers or CDM coordinators. You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good health and safety practice. This applies throughout the organisation - from Board or equivalent, to trainees. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q7 | **Please demonstrate that your workforce have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the work for which your organization is likely to bid**Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q8 | **Please demonstrate that you check, review and where necessary improve your H&S performance**You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q9 | **Please demonstrate that you have procedures in place to involve your workforce in the planning and implementation of H&S measures**You should have, and implement, an established means of consulting with your workforce on health and safety matters. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q10 | **Please demonstrate that you conduct accident/incident reporting and undertake follow-up investigation**You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents, and recording the action taken as a result.You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q11 | **Please demonstrate that you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the work for which they are being engaged**You should have arrangements in place for appointing competent sub-contractors/consultants.You should be able to demonstrate how you ensure that sub-contractors will also have arrangements for appointing competent sub-contractors or consultants.You should have arrangements for monitoring sub-contractor performance. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q16**Designers** | **Please demonstrate that you have, and implement, arrangements for meeting your duties under regulation 9 of CDM2015**You should have, and implement, arrangements for meeting your duties under regulation 9 of CDM2015. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q12 | **Please demonstrate that you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary**You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements.The identification of health issues is expected to feature prominently in this system. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q13 | **Please demonstrate that you have arrangements for cooperating and coordinating your work with others (including other suppliers, notably contractors)**You should be able to illustrate how cooperation and coordination of your work is achieved in practice, and how you involve the workforce in drawing up method statements/safe systems of work. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q14 | **Please demonstrate that you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees**You should be able to demonstrate how you will ensure that appropriate welfare facilities will be place before people start work on site. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| C4-Q20**CDM Coordinators** | **Please demonstrate how you encourage cooperation, coordination and communication between designers (and anyone else)**You should be able to demonstrate how you go about encouraging cooperation, coordination and communication between designers. |  |
| Evidence provided? | Yes[ ]  | No[ ]  |
| Question Module 01: **Equal opportunity and diversity policy and capability***You must provide all the information in this section.**Scoring: INFORMATION ONLY* |
| O1-Q1 | As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?Applies to both public and private procurement.**Please provide copies of:** | Yes[ ]  | No[ ]  |
| O1-Q1-1 | Relevant instructions or written statement/evidence of relevant actions **Enclosed?** | Yes[ ]  | No[ ]  |
| O1-Q1-2 | Relevant guidance or written statement/evidence of relevant actions **Enclosed?** | Yes[ ]  | No[ ]  |
| O1-Q1-3 | Relevant policies/literature or written statement/evidence of relevant actions **Enclosed?** | Yes[ ]  | No[ ]  |
| O1-Q1-4 | Evidence of where you believe these policies have made a difference **Enclosed?** | Yes[ ]  | No[ ]  |
| O1-Q2 | Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others? | Yes[ ]  | No[ ]  |
| O1-Q3 | In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?*If ‘yes’, please provide details.* | Yes[ ]  | No[ ]  |
| O1-Q4 | In the last three years has your organization been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?*If ‘yes’, please provide details.* | Yes[ ]  | No[ ]  |
| O1-Q5 | If the answer to Q3 and/or Q4 is ‘yes’, what steps did your organisation take as a result of that finding or investigation?*Please provide evidence/details of remedial action.* **Enclosed?** | Yes[ ]  | No[ ]  |
| O1-Q6 | What does your organisation do to ensure that equality and diversity is embedded within your organisation?*Are you enclosing copies of any relevant policies or written statement/evidence of relevant actions?*  **Enclosed?** | Yes[ ]  | No[ ]  |
| O1-Q7 | Do you actively promote good practice in terms of eliminating discrimination in all forms through: | Yes[ ]  | No[ ]  |
| O1-Q7-1 | Guidance to your employees/suppliers concerned with recruitment, training and promotion?*Please provide copies of any relevant instructions or a statement/evidence of relevant actions.* **Enclosed?** | Yes[ ]  | No[ ]  |
| O1-Q7-2 | Making guidance or policy documents concerning how the organization embeds equality and diversity available to employees/sub-contractors, recognised trade unions or other representative groups of employees? *Please provide copies of any relevant policies/literature or written statement/evidence of relevant actions* **Enclosed?** | Yes[ ]  | No[ ]  |
| O1-Q7-3 | Appropriate recruitment advertisements or other literature.*Please provide copies of any relevant policies/literature or written statement/evidence of relevant actions.* **Enclosed?** | Yes[ ]  | No[ ]  |
| Question Module 02: **Environmental management policy and capability***You must provide all the information in this section. (Scoring: INFORMATION ONLY)* |
| O2-Q1 | **Exemption:** The questions in this module need not be completed if your organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance with **BS EN ISO 14001** or a valid EMAS certificate and can provide the supporting evidence requested. |
| Are you claiming exemption? | Yes[ ]  | No[ ]  |
| Are you providing a copy of the certificate? | Yes[ ]  | No[ ]  |
| O2-Q2 | Do you have a documented policy and organisation for the management of construction-related environmental issues?*If ‘yes’, please provide evidence that you or your organisation has an environmental management policy authorized by the Chief Executive or equivalent and regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organisation.***D** **Enclosed?** | Yes[ ] Yes[ ]  | No[ ] No[ ]  |
| O2-Q3 | Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?*If ‘yes’, please provide evidence that your organization’s environmental policy implementation plan provides information as to how the company aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce, in relation to environmental matters including:** *Sustainable materials procurement*
* *Waste management*
* *Energy management*

*This should include the arrangements for responding to, monitoring and recording environmental incidents and emergencies and complaints.* **Enclosed?** | Yes[ ] Yes[ ]  | No[ ] No[ ]  |
| O2-Q4 | Do you have arrangements for providing employees who will engage in construction with training and information on construction-related environmental issues?*If ‘yes’, please provide evidence that your organization has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties. This should include a programme of refresher training that will keep the workforce updated on relevant legal requirements and good environmental management practice.***Enclosed?** | Yes[ ] Yes[ ]  | No[ ] No[ ]  |
| O2-Q5 | Do you check, review and where necessary improve your environmental management performance?*If ‘yes’, please provide evidence that your organisation has a system for monitoring environmental management procedures on an ongoing basis and for updating them at periodic intervals.***Enclosed?** | Yes[ ] Yes[ ]  | No[ ] No[ ]  |
| O2-Q6 | Do you have arrangements for ensuring that any suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged?*If ‘yes’, please provide evidence that your organization has procedures for monitoring suppliers’ environmental management arrangements and ensuring that environmental performance appropriate for the activity to be undertaken is delivered throughout the whole of your organization’s supply chain.***Enclosed?** | Yes[ ] Yes[ ]  | No[ ] No[ ]  |

**STAGE 1 – SUITABILITY ASSESSMENT**

Tenderers must meet or exceed the 50% minimum threshold at Stage 1 in order to progress to Stage 2.

|  |  |
| --- | --- |
| Please confirm that you are member of SAPCA - The Sport and Play Contractors Association (PASS/FAIL) | Yes [ ] No [ ]  |

|  |  |
| --- | --- |
| **Please indicate which lots you are bidding for:** | Lot 1 – Regent’s [ ] Lot 2 – Hyde [ ]  |
| **EXPERIENCE AND CONTRACT EXAMPLES** |
| Please provide details of three contracts from either or both the public and private sector, that are relevant to The Royal Parks’ requirement. Examples may include previous contracts with The Royal Parks. All Contracts should have been performed during the past five years. (The customer contact should be prepared to speak to The Royal Parks to confirm the accuracy of the information provided below if required.)80% of selection stage marks are allocated to this question. |
|  | **CONTRACT 1** | **CONTRACT 2** | **CONTRACT 3** |
| Customer organisation (name): |  |  |  |
| Customer contact name, phone number and email: |  |  |  |
| Contract start date: |  |  |  |
| Contract completion date: |  |  |  |
| Contract value: |  |  |  |
| Brief description of contract (max 250 words) including evidence as to your technical capability in this market by describing the services you provided: |  |  |  |

|  |
| --- |
| **HEALTH AND SAFETY**1. **Please provide a record of all service-related RIDDOR reportable accidents and incidents during the past three years and describe the measures you have taken to avoid recurrences.**

**(10% of selection stage marks are allocated to this question – your answer must be limited to 2 sides of A4)** |
| PLEASE TYPE YOUR ANSWER HERE |
| **QUALITY MANAGEMENT POLICY AND CAPABILITY**1. **Please describe the quality management systems you have in place within your organisation, outlining their robustness, operational procedures, accreditations and audit processes.**

**(20% of selection stage marks are allocated to question– your answer must be limited to 2 sides of A4)** |
| PLEASE TYPE YOUR ANSWER HERE |

**STAGE 2 QUESTIONS**

|  |
| --- |
| 1. **METHOD STATEMENT**

**Please provide a detailed method statement to include proposed arrangements, methods and materials for the construction of the works. It should detail procedures to ensure the specified parameters are met and the appropriate climatic conditions in which the surfacing can be laid. The method statement must indicate areas of work that will be sub-contracted and the names of sub-contractors who will be employed.****Your answer must be limited to 5 sides of A4.** |
| Please type your answer here. (If you applying for both of the two lots, i.e. Regent’s and Hyde, then you must provide two separate method statements). |
| 1. **CONTRACT RESOURCES/EXPERIENCE**

**Please provide CVs for the team who will be dedicated to this contract (as separate attachments) and describe your proposed management structure below and the appropriate Health and Safety requirements and training that personnel will undergo prior to working on site.****Your answer must be limited to 2 sides of A4.** |
| Please type your answer here. |
| 1. **PROJECT MANAGEMENT**

**Please provide a project plan showing key deliverables, allocated resources and critical path.****Your answer must be limited to 2 sides of A4.** |
| Please type your answer here. |
| 1. **CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

**Please provide an Outline Construction Phase Health and Safety plan tailored to this contract that shows how you propose to safely manage risks on site. (See section 2.1.4 in Schedule 4A.)****Your answer must be limited to 20 sides of A4.** |
| Please type your answer here. |
| 1. **ENVIRONMENTAL CONSIDERATIONS**

**Please describe your proposals for mitigating any environmental risks to include but not be limited to: proposed materials; surface water discharge and flow; fleet and deliveries etc.****Your answer must be limited to 2 sides of A4.** |
| Please type your answer here. |
| 1. **QUALITY MANAGEMENT**

**Proposed approach to quality management and assurance to include, but not be limited to: quality management systems; organisation of site management and supervision of workers and subcontractors.****Your answer must be limited to 2 sides of A4.** |
| Please type your answer here. |

(Award criteria weightings can be found in the Schedule 1 - Invitation to Tender.)