

OFFICIAL – SENSITIVE: COMMERCIAL



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Coalfield Conversations Audio Visual Production

PREQUALIFICATION DOCUMENT

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1. Completion Guidelines

The questionnaire should be completed by a partner/director/senior manager/proposed client account manager or otherwise delegated authority subject to acceptance by the National Coal Mining Museum for England.

Please ensure that all answers are accurate and verifiable, where possible please include supporting evidence.

This document has been completed in full and authorised by

Signed _____ Print Name _____

Position _____ Date _____

Signed _____ Print Name _____

Position _____ Date _____

For and on behalf of

NB. Any breach of the above could jeopardise the validity of your tender and any future opportunity to tender to the National Coal Mining Museum for England. The National Coal Mining Museum reserves the right to seek legal counsel should any breach be detected or revealed.

2. Requirements for Prequalification

Please provide details of your current insurance cover.

Employer’s Liability	(£)	Date of Expiry
Public Liability	(£)	Date of Expiry
Professional Indemnity Cover	(£)	Date of Expiry

Would you be prepared to extend the insurance provisions should they be needed?

If yes, please provide details	
If no, please state reasons	

In the event of an issue or incident would you be prepared to give access to your previous safety record including details of accident reports, records of injuries or other documents as requested and required by the National Coal Mining Museum for England and other interested parties?

If yes, please provide details	
If no, please state reasons	

Are you up to date with current guidelines on Equal Opportunities and worker rights as specified in the Equality Act 2010, the Protection from Harassment Act 1997, the Trade Union and Labour Relations (Consolidation) Act 1992, the Sexual Discrimination Act 1975, the Disability Discrimination Act 1995 along with any other relevant UK or EU law such as the Employment Rights Act 1996?

If yes, please provide details	
If no, please state reasons	

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In the last three years has any finding of unlawful racial or sexual discrimination been made against your organisation by the employment tribunal, the employment appeal court or in other comparable proceedings or under any other jurisdictions?

If yes, please provide details	
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In the last three years have your organisation been subject to any investigation by the Commission for Racial Equality, the Equality and Human Rights Commission or any other similar or comparable public body?

If yes, please provide details	
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3. Completion Checklist

Before returning your PQQ documentation please ensure that you have completed the following:

Requirements for Prequalification Questionnaire completed?

Confidentiality Agreement signed?

Conflict of Interest Statement completed?

Copies of insurance documents included?

Appendix A – PPQ Attachments

Please clearly label any attachments and cross reference them to ensure the information supplied can be assessed in full.

The National Coal Mining Museum for England reserves the right to deem any attachment not clearly labelled as inadmissible.