



**RYDE TOWN COUNCIL**

**TENDERING DOCUMENTATION FOR**

**REFURBISHMENT OF 11 ST THOMAS SQUARE**

**ISSUE DATE: 02 MARCH 2026**

**RETURN DATE: 09:00AM 09 MARCH 2026**

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## **BACKGROUND INFORMATION**

Ryde Town Council has acquired the former NatWest Bank building, now known as St Thomas' Square, as part of its commitment to the regeneration of the town and the effective use of local assets. The property is to be refurbished and converted into council offices, providing improved accommodation to support the delivery of Council services. The proposed works will enhance the condition of this landmark building whilst providing functionality and long-term sustainability for the building, ensuring it is fit for purpose and capable of meeting current and future operational needs.

## **DESCRIPTION OF PROPOSED WORKS**

The works comprise of a complete internal refurbishment of the building. The refurbishment includes the installation of new heating and electrical systems, incorporating solar panel provision, together with associated controls and infrastructure. The scope of works also includes (BUT IS NOT LIMITED TO) the provision of additional toilet facilities with new sanitary ware, new roof coverings, the installation of a wheelchair lift, and the formation of meeting rooms designed to support modern office use. All works are to be carried out to current standards and regulations, ensuring the accommodation is safe, accessible, energy-efficient and fit for purpose.

The full specification of the works can be found here [Preliminaries](#)

[Specification](#)

[Sanitaryware specification](#)

## **METHODOLOGY**

Ryde Town Council is seeking to appoint a suitably qualified contractor to undertake the refurbishment of 11 St Thomas' Square. Works are required to commence as soon as possible following appointment.

All costs submitted must be fully itemised and clearly aligned with the accompanying specification. The indicative budget for the refurbishment is approximately £275,000.

All works must be carried out in full compliance with current health and safety legislation, relevant regulations, and best practice standards.

## **CONTRACT DURATION**

It is estimated that the works will take a suitably qualified contractor approximately 6 months to complete the works.

|                            |                      |
|----------------------------|----------------------|
| <b>Contract start date</b> | <b>April 2026</b>    |
| <b>Contract end date</b>   | <b>November 2026</b> |

## **TENDERING INFORMATION**

All tenders should be returned in accordance with the stipulations listed below.

## **INSTRUCTION, INFORMATION AND SERVICE LEVEL AGREEMENT**

Tenders are sought by Ryde Town Council for the refurbishment of 11 St Thomas' Sq in accordance with the specification as linked in section 2. Contractors are invited to view the building before submitting their tenders, viewings can be arranged contacting 01983 811105.

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The tenderer **MUST** tender for all specifications listed.

The tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on the following criteria:

- 68% on Price
- 20% on Qualitative Criteria
- 12% on Social Value

The qualitative criteria will be based on the additional information to be provided by the contractor as detailed in the Tender Submission contained within this document.

Ryde Town Council will consider track record of contractors that have provided previous satisfactory work for Ryde Town Council and will evaluate references for similar contracts.

It is to be noted that the Council is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then the Council may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

Once completed a signed copy of the form of tender document, a filled-out pricing schedule and any other additional information you think might help your tender should be returned in the enclosed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Ryde Town Council cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours.

**The sealed tender must be returned to Ryde Town Council at the address given in the Form of Tender by: 9:00am on the 9 March 2026.**

#### **PROCUREMENT TIMETABLE**

| <b>Activity</b>                        | <b>Deadline date &amp; time</b> |
|--|---------------------------------|
| Publication of advert                  | 02 February 2026                |
| Closing date for submission of tenders | 09:00am - 09 March 2026         |
| Tender opening process                 | 11 March 2026                   |
| Report to Council and decision         | 31 March 2026                   |
| Notice of contract award               | 01 April 2026                   |
| Contract award date                    | 13 April 2026                   |
| Contract start date                    | April 2026                      |
| Contract end date                      | November 2026                   |

The successful contractor will be required to supply all up to date and relevant risk assessments and safe working method statements before the contract commences.

The method statement will consider the various risks within the works and set out clear **INSURANCE AND COMPETENCY** methods for avoiding injury to operatives, the public or property.

Tenders must provide up to date and relevant insurances including £10 million public liability, driving licence and car insurances, fully qualified and licenced professional information including S.I.A (Security Industry Authority) licence holders and First Aid Trained

## **OTHER GENERAL SPECIFICATIONS**

### **Meetings**

A pre-contract meeting will take place to organise all specification outlines. Ryde Town Council will also arrange regular contract meetings to enable both parties to discuss the contract.

Emergency meetings can be called at any time and contractors can also call meetings when they feel appropriate.

### **Signage**

Tenderers will provide and put in place their own signage at all locations with their company, key out of hours information and logo. These locations will be organised with a Facilities Officer in the pre-contract meeting.

### **Point of contact**

Contractors will report to the managing architect Leah Mew throughout the duration of the contract.

### **Site visits**

The contractor is strongly advised to visit the locations listed and fully inform themselves as to the nature of the works asked of them.

Before commencing work the successful contractor will be asked to sign a RIBA Concise works agreement as well as any other documents required by the council.

### **Information databases**

In the pre-contract meeting Ryde Town Council and the tenderer will work together to make a database for tenders to provide information on all security checks provided. Once organised the database will be made and tenders are to use the database to update with any information appropriate after each visual check, call out, health and safety issues, securing of sites, criminal damage, police calls and other relevant information.

The database will then get updated weekly by yourselves and sent to [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) on the designated day to ensure both parties are aware of all relevant information.

### **Additional Information**

[Designers Risk Assessment](#)

[Asbestos Survey](#)

[Electrical Condition Report](#)

Town Hall Chambers,  
10 Lind Street,  
Ryde,  
Isle of Wight,  
PO33 2NQ

Monday, 02 February 2026

Dear Sirs,

I / we have read the specification & contract terms and having understood, by site visits or otherwise, the requirements & the contract.

We offer to deliver the **XXXXX** stated in the specification above for the fixed price sum per 1000m<sup>3</sup> of £..... (plus VAT) (in words) Per Annum.

The above prices are detailed in the supporting quotation checklist section (APPENDIX 4) and in a personal business quotation submitted including as much detail as possible.

I/we understand that Ryde Town Council is not bound to accept the lowest or any tender received. It can also accept either or both of the above at its sole discretion

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms & conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

By signing this document, I/We have read and understand Ryde Town Councils Data Protection policy (APPENDIX 1).

Signature:.....

Position:.....

Being authorised to sign tenders on behalf of:.....

Name of Contractor:.....

Address:.....

**Appendix 1 INFORMATION AND DATA PROTECTION POLICY**



**STANDING ORDERS**

**APPENDIX 4**

**INFORMATION AND DATA PROTECTION POLICY**

# INFORMATION AND DATA PROTECTION POLICY

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# INFORMATION AND DATA PROTECTION POLICY

In order to conduct its business, services and duties, Ryde Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Ryde Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works

with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Town Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations.

### **Protecting Confidential or Sensitive Information**

Ryde Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations, but also to ensure high standards.

The General Data Protection Regulation (GDPR) which becomes law on 25<sup>th</sup> May 2018 will, like the previous Data Protection Act 1998, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

### **The policy is based on the premise that Personal Data must be:**

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### **Ryde Town Council processes personal data in order to:**

- Fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- Pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- Monitor its activities including the equality and diversity of its activities
- Fulfil its duties in operating the business premises including security
- Assist regulatory and law enforcement agencies
- Process information including the recording and updating details about its Councillors, employees, partners and volunteers.

- Process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- Undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- Undertake research, audit and quality improvement work to fulfil its objects and purposes.
- Carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

**The Town Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:**

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

**Diversity Monitoring**

Ryde Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Town Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Town Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### **Information provided to the Town Council**

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Ryde Town Council individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

### **The Town Council's Right to Process Information**

- General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)
- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary for the legitimate interests of the Council.

### **Information Security**

The Town Council will ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

### **Rights of a Data Subject**

- **Access to Information:** an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk or Data Protection Officer:

- **Information Correction:** If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.
- **Information Deletion:** If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.
- **Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk or Data Protection Officer.
- **Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, Data Protection Officer or the Information Commissioners Office [casework@ico.org.uk](mailto:caserwork@ico.org.uk) Tel: 0303 123 1113.

The Town Council does not use automated decision making or profiling of individual personal data.

The Town Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

## **Making Information Available**

The Publication Scheme is a means by which the Town Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information that the Council publishes or intends to publish.

All formal meetings of the Town Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Town Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Town Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers.

These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will, where possible, facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Town Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

### **Disclosure Information**

The Town Council will, as necessary, undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

### **Data Transparency**

The Town Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

- **Demand led:** new technologies and publication of data should support transparency and accountability
- **Open:** the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

- **Timely:** data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for Town and Parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Ryde Town Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

## Privacy Policy

Ryde Town Council regards your privacy as important and complies with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). In this respect the Council has adopted a **Privacy Policy**, which forms **Appendix C** to this policy (Separate Policy Document).

## Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: [clerk@rydetowncouncil.ov.uk](mailto:clerk@rydetowncouncil.ov.uk)
- Phone: 01983 811105
- Correspondence: The Town Clerk, Town Hall Chambers, 10 Lind Street, Ryde, Isle of Wight PO33 2NQ

## APPENDIX A – DATA PROTECTION TERMINOLGY

**Data subject** - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

**Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

**Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- Organising, adapting or altering it
- Retrieving, consulting or using the information or data
- Disclosing the information or data by transmission, dissemination or otherwise making it available
- Aligning, combining, blocking, erasing or destroying the information or data regardless of the Technology used.

## APPENDIX B - STATEMENT OF INTENT

The Council is required to collect and use certain types of information concerning individuals who come into contact with the Council.

The purpose of the policy is to ensure the confidentiality, and lawful and correct treatment of personal data. To this end, the Council fully endorses and adheres to the principles of data protection as detailed in the General Data Protection Regulations and any subsequent amendments.

Personal data will be

- Obtained only for lawful and specific purpose(s)
- Relevant to the purpose for collection
- Processed fairly and lawfully under the Act
- Accurate and where necessary kept up to date
- Not kept longer than is necessary for the purposes for which it is obtained or processed
- Kept secure and only be made available for the specific purpose(s) unless already in the public domain
- Held and only used within the European Economic Area unless data subjects are specifically informed otherwise.

Personal data will only be kept for, and restricted to the following;

- Provision of local services
- Campaigns, public relations and fund-raising
- To meet the requirements of employment and contractor administration
- If necessary for leases associated with Council owned properties
- For correspondence purposes

Data may be held within the computer databases or in printed form. Both storage methods will be protected from unauthorised access.

| <b>Section 1 - Supplier Identity, key roles and contact information</b>                 |   |  |                 |
|---|---|--|-----------------|
| <b>Description of response expected, which will be taken into account in assessment</b> |   |  |                 |
| <b>Q Ref</b>  | <b>Nature of information</b>  | <b>account in assessment</b>   | <b>Response</b> |
|   | Name of legal entity or sole- Unique name of legal entity or name of individual |  |                 |
| 1.1   | trader  |  |                 |
| 1.2   | Registered Office Address   | Address Line 1<br>Address Line 2<br>Address Line 3<br>Town<br>County<br>Postcode<br>Website (if applicable)  |                 |
|   | Website Address   |  |                 |
| 1.3   | Contact Details for Enquiries   | Title<br>Forename<br>Surname<br>Job Title<br>email<br>Telephone number<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>Town<br>County<br>Postcode |                 |
| 1.4   | Registration Number or equivalent   | Registration Number with Companies House<br>Registration Number with equivalent body   |                 |
| 1.5   | Charity Registration Number   |  |                 |
| 1.6   | VAT number  |  |                 |
| 1.7   | Name of immediate parent company (if applicable)                                |  |                 |
| 1.8   | Type of organisation  | e.g. PLC, Limited Company, LLP, partnership, sole trader   |                 |

| Q Ref   | Nature of information  | Description of response expected, which will be taken into account in assessment   | Tick as applicable       |                          |
|---|--|--|--------------------------|--------------------------|
|   |  |  |                          |                          |
| 2.1   | Please select the type of organisation that most closely matches your organisation and provide information accordingly |  |                          |                          |
|   | 2.1.1 Start Up business that has not reported accounts to HMRC or Companies House                                      | Forecasted Turnover for the current year & statement of funding from the owners/bank   | <input type="checkbox"/> | <input type="checkbox"/> |
|   | 2.1.2 Accounts for an unincorporated business (sole traders & partnerships)  | Copy of the most recent accounts that contain turnover, profit before tax, and balance sheet (if prepared), that covers that most recent two years trading. If accounts are not prepared, provide the relevant pages from latest tax returns (self employment pages for sole traders, partnerships pages for partnerships) | <input type="checkbox"/> | <input type="checkbox"/> |
|   | 2.1.3 Accounts for Limited Companies   | Copy of the most recent accounts that contain turnover submitted to HMRC, that covers that most recent two years trading.  | <input type="checkbox"/> | <input type="checkbox"/> |
|   | 2.1.4 Accounts for other organisation types (i.e. not for profit entities)   | In most cases it is likely that audited accounts will have been prepared and the accounts required at 2.1.3 will suffice. Where this is not the case, documentation in 2.1.1 should be provided  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Please enter the requested information in the response column and provide copies of the certificates</b> |  |  |                          |                          |
|   |  | Insurance statement and certificates   |                          | Response                 |
| 2.2   |  | Policy Number  |                          |                          |
|   | 2.2.1 Employers Liability  | Limit of indemnity   |                          |                          |
|   |  | Limit for a single event   |                          |                          |
|   |  | Expiry Date  |                          |                          |
|   |  |  |                          |                          |
|   | 2.2.2 Public Liability   | Policy Number  |                          |                          |
|   |  | Limit of indemnity   |                          |                          |
|   |  | Limit for a single event   |                          |                          |
|   |  | Expiry Date  |                          |                          |
|   | 2.2.3 Professional Indemnity (where consultancy input involved)  | Policy Number  |                          |                          |
|   |  | Limit of indemnity   |                          |                          |
|   |  | Expiry Date  |                          |                          |
|   |  |  |                          |                          |
|   | 2.2.4 Product liability (Where product is to be supplied)  | Policy Number  |                          |                          |
|   |  | Limit of indemnity   |                          |                          |
|   |  | Expiry Date  |                          |                          |
|   |  |  |                          |                          |

| Section 3 - Health & Safety                   |   |   | Internal Use Only |
|---|---|---|-------------------|
| Description of evidence or response required. |   |   |                   |
| Q Ref   |   | Yes/No  | Score 1 point     |
| 3.1   | Are you able to show that you have a general policy for ensuring effective Health & Safety (H&S) management?<br>(Organisations with less than 5 employees see Note 1) | Evidence of periodically reviewed general H&S policy, signed and dated by a senior person within the organisation     |                   |
| 3.2   | Do you routinely record and review accidents/incidents and undertake follow-up action?  | Evidence that your organisation maintains records of all RIDDOR and other incidents for at least the last three years |                   |
| 3.3   | What training do your employees receive to ensure they are competent in health and safety practices?  |   |                   |
| 3.4   | Who in your company is responsible for health and safety? What are their qualifications?  |   |                   |
| 3.5   | How do you ensure that subcontractors comply with your health and safety standards?   |   |                   |
| Total   |   |   | 5                 |

Note 1: If a supplier has fewer than 5 employees it is not legally required to write down its general policy or arrangements. However, it does need to be able to show that its arrangements are adequate in relation to the type of activity likely to be undertaken.

| Q Ref        | Question  | Section 4 – Equality, Diversity and Inclusion                                  | YES/NO | Internal Use Only |
|--------------|---|--|--------|-------------------|
|              |   | Description of evidence or response required.                                  |        | Score 1 point     |
| 4.1          | As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?                            |  |        |                   |
| 4.2          | Does your company have a policy on Equality, diversity and inclusion?   | Attach link to policy  |        |                   |
| 4.3          | In the last 3 years, has your company been found in breach of section 15 and/or section 21 of the Immigration, Asylum and Nationality Act 2006? | Details of any findings  |        |                   |
| 4.4          | What measures does your company adopt to ensure fair recruitment processes?   | Evidence such as policies on anonymising CV's, ensuring adverts are inclusive. |        |                   |
| 4.5          | In the last 3 years, has your company been found in breach of the National Minimum Wage Act 1998?   | Details of any findings  |        |                   |
| <b>Total</b> |   |  |        | <b>5</b>          |

| Q Ref | Information required   | Section 5 – Professional Capability  | Yes / No | Internal Use Only |
|-------|--|--|----------|-------------------|
|       |  | Description of evidence or response required.  |          | Score 2 Points    |
| 5.1   | Do you and/or your company have the technical ability to carry out the activities that are subject of this tender? | Evidence of your company's capability of carrying out the activities described for 3 projects carried out in the past 5 years. |          |                   |

|              |  |   |  |           |
|--------------|--|---|--|-----------|
| 5.2          | Have you/or your company carried out activities of the same or similar nature to that which is the subject of this tender?       | A list of relevant activities carried out over the past 5 years, together with evidence of satisfactory completion. |  |           |
| 5.3          | What qualifications, accreditations, or memberships does your organisation hold that are relevant to this tender?                |   |  |           |
| 5.4          | Outline your proposed approach to delivering the services required. How will you ensure quality, timeliness, and responsiveness? |   |  |           |
| 5.5          | What quality assurance processes do you have in place to monitor and ensure successful contract delivery?                        | Details of any warranties, ongoing support  |  |           |
| <b>Total</b> |  |   |  | <b>10</b> |

| Q Ref | Information Required  | Section 6 - Social Value<br>Description of evidence or response required. | YES/NO | Internal Use Only<br>Score<br>2 Points |
|-------|---|---|--------|--|
| 6.1   | If you are awarded this contract, will new employment opportunities be created, or fixed term contracts extended? | Number of roles created/extended  |        |  |
| 6.2   | Please outline how the company supports charities, the community or vulnerable groups?                            |   |        |  |
| 6.3   | Please outline how the company supports their employees' health and wellbeing?                                    | Details of any health and well-being benefits                             |        |  |

|              |   |  |  |           |
|--------------|---|--|--|-----------|
| 6.4          | How does the company ensure fair wages? i.e real living wage or similar scheme? |  |  |           |
| 6.5          | Please outline how the company reduces its environmental impact.                | Copies of policies and details of initiatives. |  |           |
| 6.6          | Is the company based in Ryde or the Isle of Wight?                              |  |  |           |
| <b>Total</b> |   |  |  | <b>12</b> |

### Appendix 3 References

| Information                                     | Reference 1 | Reference 2 | Reference 3 |
|---|-------------|-------------|-------------|
| <b>Customer organisation (name)</b>             |             |             |             |
| <b>Customer Contract Name and Phone number:</b> |             |             |             |
| <b>Date contract awarded:</b>                   |             |             |             |
| <b>Value (£):</b>                               |             |             |             |
| <b>Date contract was completed:</b>             |             |             |             |



**Appendix 4 Pricing schedule / bills of quantities  
Checklist**

| <b>Section 1<br/>RYDE TOWN<br/>COUNCIL –<br/>XXXX</b> | <b>Description</b> | <b>Quantity</b> | <b>Unit</b> | <b>Rate (£)</b> | <b>Additional information</b> | <b>Total Cost (£)<br/>per annum</b> |
|---|--------------------|-----------------|-------------|-----------------|-------------------------------|-------------------------------------|
|   |                    |                 |             |                 |                               |                                     |
|   |                    |                 |             |                 |                               |                                     |
|   |                    |                 |             |                 |                               |                                     |
|   |                    |                 |             |                 |                               |                                     |
|   |                    |                 |             |                 |                               |                                     |
|   |                    |                 |             |                 |                               |                                     |
|   |                    |                 |             |                 |                               |                                     |
|   |                    |                 |             |                 |                               |                                     |
|   |                    |                 |             |                 |                               |                                     |
|   |                    |                 |             |                 |                               |                                     |
| <b>Overall cost (£) for Section</b>                   |                    |                 |             |                 |                               |                                     |

|                                  |   |
|----------------------------------|---|
| <b>GRAND TOTAL FOR THE XXXX.</b> | £ |
|----------------------------------|---|