**Shotton Parish Council**

**New Shotton Community Centre**

**Contractors Questionnaire**

January 2019

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| No. | Details | Date |
| 1 | Contractors Questionnaire | Jan 2019 |
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**Purpose of Questionnaire**

The purpose of this questionnaire is to enable contractors to provide Shotton Parish Council and d3associates with sufficient information to assess their capability and suitability, for this project. The questionnaire has been structured to encompass a general assessment of capability and suitability, supplemented by relevant experience, financial standing, health and safety and technical ability.

**Notes for Completion:**

* Please answer all questions as fully as possible, if you are unable to provide all requested information, please give reasons. Failure to provide this information may result in invalidation of the submission.
* Do not copy and paste this into a new document, use this template only.
* This is to be submitted in Word 2007 or above (i.e. newer version) only. Other formats such as Pdfs will not be accepted.
* Use the Arial font (size 10) to answer your questions.
* Please ensure you **do not** exceed the number of words allowed for each question.
* Please do not insert any documents (embed) or HTML links to websites for the evaluators to “hunt” for the answers to the specific questions.
* Do not assume that your answer to an earlier question will apply to a new question, i.e. please answer each question under its own merit
* The Tender Evaluation Panel may request clarifications.

**Award Criteria**

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| **Criteria** | **Weighting** |
| 1. Company Information | 10% |
| Team Structure & Key Personnel | 100% |
| 1. Financial Information | 10% |
| Financial Capability | 90% |
| Insurance Limits | 10% |
| 1. Experience | 40% |
| Relevant Experience | 80% |
| Local Employment | 20% |
| 1. Quality Assurance | 10% |
| Control Methods | 70% |
| Organisational Undertakings | 30% |
| 1. Equal Opportunities | 10% |
| Equal Opportunities Response | 100% |
| F. Health and Safety | 10% |
| H&S Response | 100% |
| G. Considerate Contractor | 5% |
| Considerate Contractor Response | 100% |
| H. Environmental | 5% |
| Environmental Response | 100% |

Each section will be marked out of 10 using the scoring system detailed below.

|  |  |
| --- | --- |
| **Scoring System** | |
| Score | Description |
| 0 | Unacceptable |
| 1 | Very weak - almost unacceptable |
| 2 | Weak - well below expectation |
| 3 | Poor - below expectation |
| 4 | Marginally below expectations |
| 5 | Meets expectations |
| 6 | Marginally exceeds expectation |
| 7 | Good - well above expectations |
| 8 | Very good |
| 9 | Outstanding |
| 10 | Exceptional |

1. SECTION a: Company Information

Please complete the following questions as appropriate:

A1: Full Name Of Organisation

|  |
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|  |

A2: Legal Status of the Organisation which will be submitting this pre-qualification (Delete as appropriate)

|  |
| --- |
| Sole Trader |
| Partnership |
| Private Limited Company |
| Public Limited Company |
| Other (Please Specify) |

A3: Date of Formation (or if Limited Company, date of Registration)

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| --- |
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A4: Company Registration Number

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A5: VAT Registration Number

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A6: Contact Name, Position, Telephone and Email Address

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A7: Name, Address of the Registered Office

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A8: Main Address for Correspondance (if different from above)

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A9: Please provide a team structure chart to demonstrate how your organisation will manage this project. Please indicate which staff are site based and which were office based and state their commitment to the project (e.g. full/part time). Please provide brief CV’s outlining the relevant experience of the key personnel.

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A10: Please provide a brief history of the organisation, including details of any parent and associated companies and any changes in ownership of the organisation over the last five years.

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A11: Please state what Professional Organisations your Company are a member of/affiliated to, including Registration / Membership Numbers

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1. SECTION B: FINANCIAL INFORMATION

B1: Audited Accounts

Supply a copy of the full annual report and audited accounts of the organisation and any intermediate and ultimate parent undertakings for the most recent three financial years.

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| --- | --- |
| Audited Accounts attached | Yes / No |

If the most recent balance sheet is more than nine months out of date, please include a copy of the Chairman’s half-yearly statement (if available) and a statement signed by the Director responsible for financial matters setting out any known significant changes in the current financial position from the last available balance sheet.

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| --- | --- |
| Financial Statement attached | Yes / No |

B2: Company Turnover

Please provide details of organisational turnover during the last three financial years. (Please ensure that information supplied is for your Company and not for the Group if you are part of a group).

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| --- | --- |
| Year | Turnover |
|  |  |
|  |  |
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Please state if turnover is estimated for the last financial year

B3: Bankers References

Please provide details of your organisation’s principal bankers and provide a reference. Please note if a reference is not provided one will be taken.

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B4: Parent Company Guarantee

State how the organisation would support the contract using an indemnity or guarantee from another party such as a parent company, bank, or insurance company, with details of the support provided and the parties involved.

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B5: Please provide details of the following insurances:

Professional Indemnity Insurance:

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| --- | --- |
| **Name of Insurer:** |  |
| **Policy Number:** |  |
| **Expiry Date:** |  |
| **Limits for any one accident:** |  |
| **Policy Excess:** |  |

Public Liability Insurance:

|  |  |
| --- | --- |
| **Name of Insurer:** |  |
| **Policy Number:** |  |
| **Expiry Date:** |  |
| **Limits for any one accident:** |  |
| **Policy Excess:** |  |

Employers Liability Insurance:

|  |  |
| --- | --- |
| **Name of Insurer:** |  |
| **Policy Number:** |  |
| **Expiry Date:** |  |
| **Limits for any one accident:** |  |
| **Policy Excess:** |  |

1. Section C: Experience

Please provide details of relevant experience your organisation has had in the last five years, including contract value, scope of works, contact names, telephone number, and email addresses for reference purposes. Please include a description of your role in the project. Your experience should demonstrate the ability to undertake commissions of a similar value and nature to this project.

C1: If possible please provide details of a three schemes / contracts similar to that outlined in the Introduction completed by your company over the last 5 years.

|  |  |
| --- | --- |
| **Project** |  |
| **Name of Client:** |  |
| **Contact Name / Role** |  |
| **Tel No. and Email Address** |  |
| **Project Location:** |  |
| **Description of Work:** |  |
| **Contract Value:** |  |
| **Extent of Contractor Design:** |  |
| **Form of Contract:** |  |
| **Contract Duration:** |  |

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| --- | --- |
| **Project** |  |
| **Name of Client:** |  |
| **Contact Name / Role** |  |
| **Tel No. and Email Address** |  |
| **Project Location:** |  |
| **Description of Work:** |  |
| **Contract Value:** |  |
| **Extent of Contractor Design:** |  |
| **Form of Contract:** |  |
| **Contract Duration:** |  |

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| **Project** |  |
| **Name of Client:** |  |
| **Contact Name / Role** |  |
| **Tel No. and Email Address** |  |
| **Project Location:** |  |
| **Description of Work:** |  |
| **Contract Value:** |  |
| **Extent of Contractor Design:** |  |
| **Form of Contract:** |  |
| **Contract Duration:** |  |

C2: What is your policy towards the employment of local contractors?

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C3: Please provide details of supply chain partnering agreements in place that could benefit this project.

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C4: On past projects state briefly how you have successfully undertaken programming and monitiored the progress of the works on a regular basis.

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Section D: Quality Assurance

D1: State any quality assurance procedures employed by the organisation, with current certificates and/or accreditation held. Please list the documents that you have included for consideration.

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D2: Please state who is your Company’s Quality Representative? Please state their qualifications.

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D3: Please state the methods that your company usually employs on this type of contract to ensure the control of the following: Costs, Quality, Control of subcontractors and Commissioning and handover.

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D4: Please provide details of any orders by the Court, or proceedings, for the organisation’s winding up otherwise than for the purposes of bona fide re-construction or amalgamation, if applicable

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D5: Has the organisation had, or is subject to proceedings for, a Receiver, Manager, or Administrator on behalf of a creditor appointed in respect of the organisation’s business?

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D6: Has the organisation been convicted of a criminal offence relating to the conduct of its business or profession?

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D7: Has the organisation committed an act of grave misconduct in the course of its business or profession?

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D8: Has the organisation suffered a deduction for liquidated and ascertained damages in respect of any contract within the last three years?

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D9: Has the organisation had a contract cancelled, or not renewed, for failure to perform to the terms of that contract?

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*Note: To complete the following sections double right click on box and select ‘default value checked’*

SECTION e: EQUAL OPPORTUNITIES

E1: Is it your policy, as an employer, to comply with your statutory obligations under the Equality Act 2010 and associated legislation and accordingly, your practice not to treat one group of people less favourably than others because of their age, disability, gender, colour, race, nationality or ethnic origin in relation to decisions to recruit, train or promote employees?

Yes No

*If YES, please provide details*

E2: If you have an Equal Opportunities / Equality Policy, please enclose a copy with this questionnaire

E3: In the last three years, have any findings of unlawful discrimination been made against your company by any court or industrial tribunal?

Yes No

*If YES, please provide details of your corrective / preventative actions*

E4: In the last three years, has your organisation been the subject of formal investigation by the Commission for Equality and Human Rights?

Yes No

*If YES, please provide details of your corrective / preventative actions*

Section F: health & safety

F1: Is your company accredited by Contractors Health & Safety Scheme (CHAS) as complient?

Yes No

F2: If YES to question 1 please provide the decision date of assessment given on the CHAS website.

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F3: Please provide a signed/dated copy of your company Health and Safety policy statement and the organisation, responsibilities and arrangements sections from your policy.

*Please attach requested information*

F4: Do you have management arrangements in place to demonstrate how you discharge your duties under the CDM Regulations 2015

Yes No

*If yes* *please provide details*

F5: Please provide an example of a typical risk assessment relating to the work to be included in this contract.

*Please provide details*

F6: Please provide details of your company training policy/procedures, to ensure your operatives have the necessary skills and understanding to discharge their duties as Contractors

*Please provide details*

F7: Please supply relevant competency cards/certificates related to the work tendered for in this contract.

*Please provide details*

F8: Please provide details of how you assess your sub-contractor for health & safety competence, including two examples of a completed assessment.

*Please upload additional information if required*

F9: Please provide:

1. The name(s) of person(s) or the organisation which provides ‘competent’ health and safety assistance to your company.

2. Details of the recognised health and safety qualifications held by the above.

F10: In respect of how you communicate Health & Safety matters with your workforce – Do you operate Health & Safety Committees?

Yes No

*If YES, please provide details*

F11: Has your company received any improvement or prohibition notices from an enforcing authority in the last 3 years?

Yes No

*If YES, please provide details*

F13: Has your company received a prosecution from an enforcing authority within the last 3 years?

Yes No

*If YES, please provide details*

F14: Please provide details of company procedures for accident reporting as per RIDDOR 2013.

F15: Please provide details of company’s RIDDOR incidents and injury performance over the last 3 years by completing the boxes in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Year | 2016 | 2017 | 2018 |
| Average number of employees |  |  |  |
| Total fatalities |  |  |  |
| Total major injuries |  |  |  |
| Total over 3 day injuries |  |  |  |
| Total dangerous occurrences |  |  |  |
| Total RIDDOR incidents |  |  |  |
| Total working days last from above |  |  |  |

Section G: CONSIDERATE CONTRACTOR

G1: State how you will keep the staff and users of the existing community centre and local residents informed of the Works.

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G2: State how you will deal with complaints regarding the construction works.

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SECTION H: Environmental

H1:Does your Company operate an Environmental Management System (EMS)?

Yes No

*If YES, please provide details*

If so, is it accredited to BS EN 14001:2015? Please submit a copy of the Certificate

H2:Does your Company operate an Environmental Policy?

Yes No

*If YES, please submit an original copy of the Policy Statement dated and signed by the Director/Partner/Manager*

H3:Please submit details of your Environmental Advisor

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H4:Please submit details of any Prosecutions and/or Enforcement Notices (including any pending) in the last 5 years

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H5:Submit examples of Environmental Risk Assessments & Method Statements

*Please provide details*

**FREEDOM OF INFORMATION**

**SHOTTON PARISH COUNCIL**

**GENERAL GUIDANCE TO CONTRACTORS AND TENDERERS**

**ON ACCESS TO INFORMATION ABOUT OR ARISING UNDER CONTRACTS**

1. **Introduction**
   1. All information relating to any tender made to the authority or any contract to which the authority is party, including information arising under the contract or about its performance, will be covered by the Freedom of Information Act 2000 (the act) from January 2005 (or the date of implementation if different). The authority will be under a legal obligation to disclose such information if requested unless an exemption applies. The legal obligation to respond to a request for information falls on the authority. The authority must determine whether an exemption applies to information and whether the request should be refused. The authority may also be subject to disclosure obligations under other legislation or codes of practice. This Guidance sets out the approach of the authority to the disclosure of information about contracts.

Generally the authority will not enter into any contract which purports to restrict the disclosure of information by it under the Act.

1. **General Rules on Disclosure**
   1. The authority has determined that, in the absence of special circumstances:

The Invitation to Tender (ITT) will always be available under the Act to those who enquire.

* 1. Responses to tenders will be held in confidence until award of the contract.
  2. Any person tendering for or entering into a contract with the authority must, as part of the tender process, inform the authority of information which it regards as being eligible for a claim for exemption from disclosure by the authority under the Act. Such information will be called reserved information. The ultimate decision as to whether a claim for an exemption applies will rest with the Council.
  3. Information about all tenders will be made available under the Act to those who enquire unless, as part of the tender process, the tenderer has notified the authority that it regards any of the information supplied with the tender as falling within the categories indicated below (reserved information). Such notification must be made on a schedule as set out below.
  4. The authority will make information about the global pricing of the bid available under the Act after award of the contract.

1. **Reserved Information**
   1. If the contractor wishes to reserve any information from disclosure under the Act he must put forward (propose) any information or classes of information which it is wished to have (reserved information) reserved and the grounds of the exemption which relate to the information which may be one or more of the following:

* That the information constitutes a trade secret and is eligible for exemption under section 43(1).
* That the disclosure of the information would prejudice the commercial interest of any person (section 43(2)).
* That the information will be disclosed by the contractor to the authority and that the nature of the information, or the circumstances in which it is imparted or the circumstances are otherwise such as to justify the acceptance by the authority of an obligation of confidence in respect of it (section 41(1)).
* That the information is personal data or otherwise relates to the private life of any individual which is appropriate for protection (section 40).
* Any other specific exemption under the act.
  1. Information which is proposed by the contractor to be reserved information will be contained in a separate schedule to the contract. The schedule will list the class or category of information or the information itself and specify which exemptions under the Act apply to each specified class category or specific information. In each case the schedule shall indicate when it is likely that the information can be made available under the Act or if the information is unlikely ever to be made so available, that this is the case. When the council receives a request under the Act to disclose the information proposed by the contractor to be reserved the Council will at that point in time determine whether or not any of the specified exemptions apply. At this point the contractor will be notified of the Council’s decision in relation to whether or not the reserved information will be disclosed.

Where such information is exempt under the rules governing commercial matters, (section 43(2)), then unless special circumstances apply, it will not be withheld under the Act for more than seven years after completion of the contract works.

* 1. Information relating to the overall value, performance or completion of the contract will not be accepted as reserved information. The authority may however withhold access to such information under the Act in appropriate cases. The decision as to whether to withhold information shall be for the authority alone to determine. It shall have no obligation to consult the contractor.
  2. Information relating to contract records and administration will not be accepted as reserved information. The authority may however withhold access to such information under the Act in appropriate cases. The decision as to whether to withhold information shall be for the authority alone to determine. It shall have no obligation to consult the contractor.
  3. The tenderer may designate unit prices or more detailed pricing information as reserved information.
  4. The authority will make information available under the Act from 5 years after award of the contract, in the absence of specific agreement to the contrary. In the event that the authority receives a request for such information before the expiry of the 5 year period which it considers it may be appropriate to provide it will, wherever possible, notify the tenderer and take account of any representations made by the tenderer within 7 days of receipt of the notice by the tender.

1. **Handling requests for information and notice to those affected**
   1. Other than as set out above the authority shall have no obligation to consult the contractor where any request for information, whether under the Act or otherwise, touches or concerns the contract.
2. **Information about the provision of the service which is the subject matter of the contract which arises in the course of performance of the contract**
   1. The authority will have obligations to respond to the act and other requests for information and the contract will include appropriate terms requiring the contractor to supply such information as requested by the authority.

**Certificate of Non-Collusion**

The essence of selective tendering is that the Client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, I/we certify that this is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/we have not done and I/we undertake that I/we will not do at any time before the returnable date for this tender any of the following acts:-

1. communicate to a person other than the person calling for these tenders the amount, or approximate amount of the proposed tender;
2. enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
3. offer or pay or give or agree to pay or give any sum or money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work any act or things of the sort described above.

In this certificate, the word 'person; includes any persons and anybody or association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

**Project: New Shotton Community Centre**

**Signature:** ........................................................................................................................

**Name:** ………………………………………………………………………………………………

**Position:** …………………………………………………………………………………………..

**Signature:** …………………………………………………………………………………………

**Name:** …………………………………………………………….……………………..………..….

**Position:** …………………………………………………………………………………………….

**On Behalf of** (full name of Tenderer): ……………………………………………………………..

**Address**: (in the case of a limited company, the registered office)

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**Date:** ………………………………………………………………………………………………….

Company Stamp (if you do not have a company stamp please provide Letter Headed paper):

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**Non Canvassing Certificate**

I/we hereby certify that I/we have not canvassed or solicited any officer or employee of the Client in connection with the award of the contract and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we hereby further undertake that I/we will not in the future canvass or solicit any officer or employee of the Client in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf will do any such act.

**Project: New Shotton Community Centre**

**Signature:** .……………………………………………………………………………………………...

**Name:** ……………………………………………………………………………………………………

**Position:** ………………………………………………………………………………………………...

**Signature:** ………………………………………………………………………………………………

**Name:** ……………………………………………………………………………………………………

**Position:** ………………………………………………………………………………………………..

**On Behalf of** (full name of Tenderer): ………………………………………………………………

**Address** (in the case of a limited company, the registered office):

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**Date:** …………………………………………………………………………………………………

Company Stamp (if you do not have a company stamp please provide Letter Headed paper):

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