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**Schedule D**

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| **tender ref hse/t2937**  **The Provision of RADIATION SPECIALIST SUPPORT TO HSE FOR THE IMPLEMENTATION OF THE BASIC SAFETY STANDARDS DIRECTIVE COVERING WORKER EXPOSURE TO IONISING RADIATION** |

**TENDER SUBMISSION**

Please indicate which specialist area you are applying for to provide technical support to HSE under this Framework arrangement :

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| Lot 1 | Basic Safety Standards Directive |  |
| Lot 2 | Radon |  |

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| **1** | **BASIC DETAILS OF YOUR ORGANISATION** | | |
| 1.1 | Name of the organisation in whose name the tender is being submitted (or of the organisation acting as lead contact where a consortium bid is being submitted): |  | |
| 1.2 | Is your organisation: | a) bidding to provide the services required itself?  b) bidding in the role of Prime Contractor and intends to use third parties to provide some of the services?  c) a consortium? | |
| If your response to 1.2 is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for delivering which elements of the service provision. | | | |
| Questions 1.3 and 1.4 to be completed by non-UK businesses only: | | | |
| 1.3 | Registration with professional body  Is your organisation registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC) under the conditions laid out by that member state? | Yes/No – If Yes please provide full details | |
| 1.4 | Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement of this procurement? | Yes/No – If Yes please provide details of what is required and confirm that you have complied with this. | |
| 1.5 | Contact name for enquiries: |  | |
| 1.6 | Contact position (Job Title): |  | |
| 1.7 | Address: |  | |
| 1.8 | Telephone number (Including STD): |  | |
| 1.9 | Fax number (including STD): |  | |
| 1.10 | E-mail address to which responses can be sent: |  | |
| 1.11 | Website address: |  | |
| 1.12 | Company registration number (if this applies): |  | |
| 1.13 | Charities or Housing Association or other registration number (if this applies): |  | |
| 1.14 | Date of registration: |  | |
| 1.15 | Registered address:  (if different from 1.7 above) |  | |
| 1.16 | VAT Registration number: |  | |
| 1.17 | Is your organisation:  (Please select **one**) | i) a public limited company |  |
| ii) a limited company |  |
| iii) a limited liability partnership |  |
| iv) other partnership |  |
| v) a sole trader |  |
| vi) other (please specify) |  |
|  | |
| 1.18 | Name of immediate and ultimate parent companies (if this applies): |  | |
| 1.19 | Companies House registration number of parent company (if this applies): |  | |
| 1.20 | For statistical purposes, please indicate to which size of group your organisation belongs:  (tick **one**) | i) Micro firm (1-9 employees) |  |
| ii) Small firm (10-49 employees) |  |
| iii) Medium firm (50-249 employees) |  |
| iv) Large firm (250 + employees) |  |

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| **2** | **PROFESSIONAL AND BUSINESS STANDING** | |
| **Important Notice: Mandatory Exclusion**  **In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in section 2.1 it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.**  Please state ‘Yes’ or ‘No’ to each question. | | |
| 2.1 | **Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Answer** |
| (a) | conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA; |  |
| (b) | corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption; |  |
| (c) | the offence of bribery, where the offence relates to active corruption; |  |
| (ca) | bribery within the meaning of section 1 or 6 of the Bribery Act 2010 |  |
| (d) | fraud, where the offence relates to fraud affecting the financial interests of the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities within the meaning of: |  |
|  | (i) the offence of cheating the Revenue; |  |
|  | (ii) the offence of conspiracy to defraud; |  |
|  | (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |
|  | (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |
|  | (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |
|  | (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |
|  | (vii) destroying defacing or concealing of documents or procuring the 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; |  |
|  | (viii) fraud within the meaning of section 2,3 or 4 of the Fraud Act 2006; or |  |
|  | (ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006; |  |
| (e) | money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002; |  |
| (ea) | an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or |  |
| (eb) | 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 |  |
| (f) | any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State. |  |
| **Important Notice: Discretionary exclusion**  **The Authority is entitled to exclude you from consideration if any of the following apply but may decide, having considered all the relevant circumstances, to allow you to proceed further. If you cannot answer ‘no’ to every question in Section 2.2 it is possible that your application might not be accepted. If you answer ‘yes’ to any question, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The Authority will evaluate this evidence before making a decision on whether to exclude you.**  **The Authority is also entitled to exclude you in the event that you are guilty of serious misrepresentation in providing any information referred to within regulation 23, 24, 25, 26 or 27 of the Public Contracts Regulations 2006 or if you fail to provide any such information requested by us.**    Please state ‘Yes’ or ‘No’ to each question. | | |
| 2.2 | **Is any of the following true of your organisation?** |  |
| (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 a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of the 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; |  |
| (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 |  |
| (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 had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of similar procedures under the law of any other state? |  |
| **Has your organisation** | |  |
| (d) | been convicted of a criminal offence relating to the conduct of your business or profession; |  |
| (e) | committed an act of grave misconduct in the course of your business or profession; |  |
| (f) | 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; |  |
| (g) | failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established?; |  |

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| **3** | **RESPONSE TO THE STATEMENT OF SERVICE REQUIREMENTS (SSR)** |
| 3.1 | **Lot 1 - Basic Safety Standards Directive**  Please describe your capability and experience of delivering the range of services described in Section 3 Schedule A Statement of Service Requirements (SSR) for this service. |
| *Response* |
| 3.2 | **Lot 2 – Radon**  Please describe your capability and experience of delivering the range of services described in Section 3 Schedule A Statement of Service Requirements (SSR) for this service. |
|  | *Response* |

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| 4 | **PERSONNEL** |
| 4.1 | **Lot 1 - Basic Safety Standards Directive**  Please insert or attach as a separate document the CV’s of the individuals to be assigned to deliver the service requirements for this service. |
| *Response* |
| 4.2 | **Lot 2 - Radon**  Please insert or attach as a separate document the CV’s of the individuals to be assigned to deliver the service requirements for this service. |
|  | *Response* |

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| **5** | **COSTS** |
| 5.1 | Please provide full details of your proposed daily rates and any other associated costs for providing the required service. |
|  | Response |

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| **6** | **HSE STANDARD TERMS AND CONDITIONS OF CONTRACT** |
|  | Bidders must complete either Part A or B of this Declaration. Failure to do so may invalidate your tender. Continuation sheets may be used.  The HSE terms and conditions of contract for the provision of services, attached to this Invitation to Tender as Schedule D, shall form part of and apply to any Contract which may arise.  However, the Health and Safety Executive’s intention is to reach mutual agreement over terms and conditions of contract before award of contract. Negotiations after award of contract will only take place with the express agreement of the Health and Safety Executive.  **NB**: Please note that clauses A1.1 and E4.1 – E4.4 in relation to Publication are non-negotiable. |
|  | A) Declaration of Acceptance I confirm that our organisation has studied the Health and Safety Executive (HSE) Terms and Conditions of Contract for the *Provision of Services* and hereby agree to be bound by such terms and conditions of contract.  Name of Organisation …………………………………………….  Signature ………...…………………………………. Name in Capitals ……………………………………..……  Date …………………………………………….…… Position …………………………………..………………… |
|  | B) Request for Clarification / Amendment / Deletion I confirm that our organisation has studied the HSE Terms and Conditions of Contract for the *Provision of Services* and we request clarification / amendment / deletion of the clauses listed below.  Name of Organisation …………………………………………….  Signature ………...…………………………………… Name in Capitals ………………………..………………  Date …………………………………………………… Position …………………………………………………… |
|  | **Clause No.**  **Nature of Enquiry** |

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| 7 | **DECLARATION** | |
|  | I declare that to the best of my knowledge the information provided is accurate. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to deliver this requirement on HSE’s behalf. | |
|  | Name: |  |
|  | Position (Job Title): |  |
|  | Date: |  |
|  | Telephone number (Including STD): |  |
|  | E-mail address: |  |
|  | Signature: |  |