

**Kingstown Works Limited**

**Document 2**

**Commercial Questionnaire (CQ)**

**(to be completed and returned to KWL)**

**PROCESSING OF WASTE STREAM**

**2019 - 2022**

**CLOSING DATE AND TIME FOR RETURN OF THE TENDER**

**20TH DECEMBER 2018 - 14:00HH**

Tender Manager

Nicola Moger

Kingstown Works Ltd
Connaught Road
Kingswood
Hull
HU7 3AP

**eu.tendering@kingstownworks.co.uk**

|  |  |
| --- | --- |
| **Commercial Questionnaire****Contents** | **Page No** |
|  | Aims and Objectives of the Commercial Questionnaire  | 2 |
|  | Guidance notes | 3 |
| A. | Company information | 5 |
| B. | Financial information | 9 |
| C | Insurance | 10 |
| D. | Technical capability | 11 |
| E. | Quality and standards | 15 |
| F. | Health and safety | 16 |
| G. | Environmental policy | 17 |
| H  | Corporate social responsibility | 18 |
| I. | Equal opportunities | 19 |
|  | List of attachments | 21 |
| J | Declaration | 25 |

**Aims and Objectives of the Commercial Questionnaire**

The objective of this Commercial Questionnaire is to enable an evaluation of the Tenderer’s capability to provide a “Processing of Waste Stream” service for Kingstown Works Limited (KWL)

The ultimate award decision will be based upon assessment of the most economically advantageous tender (MEAT), which complies with the specification, which will take into account price, quality, experience, capability, competence, CSR issues offered by the Tenderers as part of their tender response.

**Guidance notes for the completion of the Commercial Questionnaire**

|  |
| --- |
| **Please read the following information carefully prior to completion of the Commercial Questionnaire** |
|  |  |
| 1 | The purpose of this Commercial Questionnaire is to provide KWL with sufficient information about the supplier’s ability to deliver a “Processing of Waste Stream” service to Kingstown Works Limited (KWL) and to allow an assessment to be made of their technical competence, capability and experience which they can offer. You must answer all questions fully unless you can clearly indicate and cross reference where the appropriate information can be found on a separate document. |
|  |  |
| 2 | All questions should be answered in English. The questions require concise, honest and factual responses. Please note where a maximum word limit applies to a section of the form, please adhere to this limit.  |
|  |  |
| 3 | Each question must be answered in full using the same section and numbering format as appears in the Commercial Questionnaire. Failure to do so will result in the Tenderers response being automatically excluded from evaluation unless it is appropriate for the Tenderer to respond with a “not applicable”. |
|  |  |
| 5 | Should you have any queries regarding this Commercial Questionnaire or require any assistance please submit your question by e-mailing the following address: **eu.tendering@kingstownworks.co.uk** |
|  |  |
| 6 | Please clearly mark on any additional appended answer pages the following details: and list them in the attachments section:* Company name
* Question number
* Page number sequence, e.g. page 1 of #
 |
|  |  |
| 7 | Please ensure that the declaration is signed and dated by a person of suitable seniority within the supply organisation. |
|  |  |
| 8 | Failure to provide a completed Commercial Questionnaire in the correct format or failure to provide any additional information which was requested will result in you being excluded from the further stages of this Tender evaluation. |
|  |  |
| 9 |  |
| **Commercial Questionnaire Evaluation**  | **Commercial Questionnaire Evaluation Criteria** |
| Pass / Fail | A – Company Information |
| Pass / Fail | B – Financial Information |
| Pass / Fail | C - Insurance |
| Pass / Fail | **D – Technical Capacity & Resources** Activities – Capability/ Experience/ ResourcesService DeliveryValue for MoneyPerformance managementBusiness continuityInnovation / ITReferencesPenaltiesTraining & Development |
| Pass / Fail | **E – Quality & Standards** Up and Downstream processing of waste |
| Pass / Fail | **F – Health & Safety**Written H & S PolicyHealth & Safety of customersISO 18001 H & S Policy Safety Arrangements HSE Enforcing Action RIDDOR |
| Pass / Fail | **G – Environmental Policy**EMS System Accredited SystemsEnvironmental policy/Certification BS EN ISO 14001Prosecutions |
| Pass / Fail | **H – Corporate Social Responsibility**The Local Community  |
| Pass / Fail  | **I – Equal Opportunities** Modern Slavery PolicyEqual Opportunities PolicyEquality/Human Rights PolicySub Contract/Supplier Equality processPenalties |
| Pass / Fail | **J - Declaration** |
| 11 | Please refer to Document 1 – ITT (Scope of works) for details on this document will be marked.  |
| 12 | **Please note that late submissions will not be accepted.** |

**SECTION A – Company Information**

|  |  |
| --- | --- |
| A1. Name of firm/company making application. |  |

|  |  |
| --- | --- |
| A2. Trading name if different from above. |  |

|  |
| --- |
| A3. Key contact details (within the organisation). Please note that this will be the address and person all correspondence will be addressed to regarding this Commercial Questionnaire. |
|  | Name: |  |
|  | Position within organisation: |  |
|  | Address: |  |
|  | Telephone: |  |
|  | Mobile Phone: |  |
|  | Fax No: |  |
|  | E-mail: |  |
|  | Web Site: |  |

|  |  |
| --- | --- |
| A4 Registered office (if different from above). |  |

|  |
| --- |
| A5. Are you or is your organisation a: |
|  | Sole Trader? |

|  |
| --- |
|  |

 |
|  | Partnership? |

|  |
| --- |
|  |

 |
|  | Private Limited Company? |

|  |
| --- |
|  |

 |
|  | Public Limited Company? |

|  |
| --- |
|  |

 |
|  | Registered Charity? |

|  |
| --- |
|  |

 |
|  | Other? |

|  |
| --- |
|  |

 |
|  | Please specify: |

|  |
| --- |
|  |

 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A6. **Limited Companies**Please state the applicant’s date of incorporation and registration number under the Companies Act 1985. |

|  |  |
| --- | --- |
| Date |  |
| Registration Number |  |

 |
| Date of registration and the company's registration number under the Industrial and Provident Societies Acts 1965 to 1978.  |

|  |  |
| --- | --- |
| Date |  |
| Number |  |

 |
| **Partnerships**Please state the date the partnership was formed commenced trading and total number of partners. Are the partnerships a member of a group? If “Yes”, detail other relationships within the group and comment on the group structure.  |

|  |  |
| --- | --- |
| Date |  |
| Number |  |
| Total Number of Partners |  |

 |
| **Sole Trader**Date when Applicant commenced trading |

|  |  |
| --- | --- |
| Date |  |

 |
| A7. Has any person involved in the management of the Company: |
| A7.1 | At any time been a member of the KWL Board or employed by Kingstown Works Ltd in the last 3 years? |  |

|  |
| --- |
| Yes: |
|  |

 |

|  |
| --- |
| No: |
|  |

 |
| A7.2 | Have a relative who has at any time been a member of the KWL Board or employed by Kingstown Works Ltd at a senior level. |  |

|  |
| --- |
| Yes: |
|  |

 |

|  |
| --- |
| No: |
|  |

 |
| A7.3 | Have any involvement in other firms that provide services to Kingstown Works Ltd. |  |

|  |
| --- |
| Yes: |
|  |

 |

|  |
| --- |
| No: |
|  |

 |
| A7.4 | Have any involvement in other firms that provide similar services to those for which you are applying. |  |

|  |
| --- |
| Yes: |
|  |

 |

|  |
| --- |
| No: |
|  |

 |
|  | If you have answered yes to any of the above please give details:(**(Maximum of 500 Words – Please answer on a separate sheet)** |

|  |
| --- |
| A8.1 Is the applicant in administration or subject to bankruptcy proceedings at the present time, or are the directors/principals aware that this is likely to be the case? |
|  |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
| If yes please give details: **(Maximum of 500 Words – Please answer on a separate sheet)** |

|  |
| --- |
| A8.2 Has either the organisation or any directors, partners, associates or the company secretary been convicted of a criminal offence relating to the conduct of their business or professions, or committed an act of grave misconduct in the course of their business or profession? |
|  |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
| If yes please give details:**(Maximum of 500 Words – Please answer on a separate sheet)** |
| A8.3 Has your organisation ever failed to meet its obligations to pay taxes or social security contributions in the United Kingdom or other EC member state? |
|  |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
| If yes please give details:**(Maximum of 500 Words – Please answer on a separate sheet)** |
| A8.4 Have any of the senior members of the firm (e.g. sole trader, partner, director or company secretary) been involved (in a similar position) in a firm that has been liquidated or gone into receivership in the last 10 years? |
|  |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
| If yes please give details:**(Maximum of 500 Words – Please answer on a separate sheet)**  |
| A9. If the applicant is a member of a group of companies or subsidiary of another company as defined by Section 736 (1) of the Companies Act 1985, give the names and company numbers of the holding company and any companies in-between you and the holding company, clearly stating the relationship with your organisation. |
| Company Name | Company Number | Relationship |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A10. Is the parent company or ultimate holding company prepared to guarantee the performance of the applicant? |  |

|  |
| --- |
| Yes: |
|  |

 |

|  |
| --- |
| No: |
|   |
| N/A |
|  |

 |
|  | If yes please provide: |
|  | Name of Company |  |
|  | Registration number |  |
|  | Relationship with your company |  |

|  |  |
| --- | --- |
| A11. What is your organisation’s VAT number? |  |

**SECTION B – Financial information**

|  |
| --- |
| B1. KWL will obtain a credit check on all companies who submit a tender for this contract. Are you happy for us to carry out this check? |
|  |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
| B2. KWL require all suppliers working on our behalf to have a minimum of 24 months trading history. Has your organisation been trading over 24 months? |
|  |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |

|  |  |
| --- | --- |
| B3 | Please state your total turnover generated in the last 3 years (if available) within the following groups. Responses should include all invoiced sales by the entity in whose name this PQQ is submitted. |
|  | Year  | 2018 | 2017 | 2016 |
|  | UK Turnover |  |  |  |

|  |  |
| --- | --- |
| B4 | Please state your total profit after tax generated in the last 3 years (if available) within the following groups. Responses should include all invoiced sales by the entity in whose name this PQQ is submitted. |
|  | Year  | 2018 | 2017 | 2016 |
|  | UK Total Profit after Tax  |  |  |  |

**SECTION C - Insurance**

|  |
| --- |
| C.1 Please provide details of all insurance cover currently in force. If you reach and are successful at the tender stage, adequate insurance cover will be required. The required levels are indicated below.**Please submit a copy of the original cover note for each of the policies referenced below.**  |
| Total sum insured:  | Insurer Name | Policy No. | Cover £ | Renewal Date |
| Public Liability(minimum £5m cover with 7 year run off cover) |  |  |  |  |
| Employer’s Liability(minimum £10m) |  |  |  |  |
| Motorised Vehicles Insurance(Minimum £2m cover) |  |  |  |  |
|  |  |  |  |  |
| C.2 If your current levels of cover are less than those stated are you prepared to increase your cover at no cost to the Company? | YES / NO |
|  |  |
| C.3 Are there any outstanding Insurance claims against you (other than routine employment cases)? Please list as appropriate  | YES / NO |
| If Yes, please provide full details *(Max Words 500)*  |  |

|  |  |
| --- | --- |
| C.4 Have any claims in excess of £10,000 been made under the applicants Insurance policies within the last three years? **(S)** | YES / NO |
| If Yes, please provide full details *(Max Words 500)* |  |

**SECTION D – Technical capability**

|  |
| --- |
| D2. Please state the number of employees your organisation has employed for each of the last 3 years. Please only state the numbers for the local branch / branches from which you intend to deliver this contract from |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | 2018 | 2017 | 2016 |
| Managerial Staff |  |  |  |
| Administrative Staff |  |  |  |
| Customer Service (Frontline) |  |  |  |
| Operatives, drivers etc. |  |  |  |
| Apprentices  |  |  |  |

|  |
| --- |
| D3. How do you propose to deliver this service to KWL? **(Maximum of 1500 Words – Please answer on a separate sheet)** Your answer may cover areas such as:* Experience
* Dedicated points of contact
* Size and location of your local depot.
* Stockholding at your local depot.
* Sourcing of non-stock / Ad-hoc items.
* Customer care
* Managing quality / defects
* Administration / information systems / electronic document processing
* How you will manage sickness and holiday cover.
 |
| D4. How will you deliver a value for money service to KWL?**(Maximum of 1000 Words – Please answer on a separate sheet)** Your answer may cover areas such as:* Experience
* Review Of service levels
* Bench marking
* Innovation
* Year on Year savings
 |

|  |
| --- |
| D5. How will you manage performance if you are successful in securing a contract with KWL? **(Maximum of 1000 Words – Please answer on a separate sheet)** Your answer may cover areas such as:* Key Performance Indicators
* Reporting tools
* Continuous improvement
* What do you do for your existing customers with similar sized contracts?.
 |
| D6.Describe the business continuity plan you have in place to mitigate any risk to the service you provide to your customers, e.g. in the event of an IT Meltdown, Depot Fire, Flooding, the closure of a local branch. **(Maximum of 1000 Words – Please answer on a separate sheet)** Your answer may cover areas such as:* Business Continuity Plans.
* Customer Service
* Availability / issuing of materials
 |
| D7.What steps would you take if materials/services requested by KWL were not readily available? How would you minimise disruption to our customers? **(Maximum of 1000 Words – Please answer on a separate sheet)** Your answer may cover areas such as:* Source alternative suppliers
* Offer an alternative item.
* Utilise your branch network.
* Communication
 |
| D8a.What innovations can you organisation offer to KWL?**(Maximum of 1000 Words – Please answer on a separate sheet)** Your answer may cover areas such as:* Information Technology Systems.
* Alternative processes which you would implement when providing this service.
* Product innovations.
* Finance / invoicing
* Order processing
 |
| D8b. Explain how your IT Systems could improve our business processes?**(Maximum of 1000 Words – Please answer on a separate sheet)** Your answer may cover areas such as:* IT Systems
* Finance / Invoicing
* Order Processing
 |
| D9. Explain how you manage and monitor sustainability issues?**(Maximum of 1000 Words – Please answer on a separate sheet)** Your answer may cover areas such as:* Sustainability Policy
* Sourcing of materials
* FSC (If applicable)
* Environmental impact
* Social Impact
* Supply Chain management
 |
| D10. Please provide the names and full addresses (including postcode) of three referees who you have delivered a service to, within the last 3 years. Each referee should be a named individual, giving, first name and surname, address and email address**.** **(Enclose additional pages if necessary)** |
|  | **Referee 1** | **Referee 2** | **Referee 3** |
| Contact Name |  |  |  |
| Organisation Name |  |  |  |
| Full Postal Address |  |  |  |
| E-mail |  |  |  |
| Telephone No: |  |  |  |
| Mobile No:  |  |  |  |
| Annual value of contract |  |  |  |
| Total Value of Contract: |  |  |  |
| Title/Description of Contract: |  |  |  |
| Type of Goods, Services or Works provided. |  |  |  |
| Contract start date |  |  |  |

|  |
| --- |
| D11. Has your organisation: |
| D11.1 | Had penalties, default notices or liquidated damages awarded against it during the last 3 years in respect of comparable services. |  |

|  |
| --- |
| Yes: |
|  |

 |

|  |
| --- |
| No: |
|  |

 |
| D11.2 | Had either a contract terminated or its employment determined under the terms of a contract during the last 3 years in respect of comparable services. |  |

|  |
| --- |
| Yes: |
|  |

 |

|  |
| --- |
| No: |
|  |

 |
| D11.3 | Had a contract that was not renewed for failure to perform to the terms of that contract. |  |

|  |
| --- |
| Yes: |
|  |

 |

|  |
| --- |
| No: |
|  |

 |
| D11.4 | Withdrawn from a contract after the contract award but before its completion. |  |

|  |
| --- |
| Yes: |
|  |

 |

|  |
| --- |
| No: |
|  |

 |
|  | If you have answered yes to any of the above please give details:**(Maximum of 500 Words – Please answer on a separate sheet)** |
|  |  |

|  |
| --- |
| D12. Training & Development **-** How do you recruit, retain and train your employees?**(Maximum of 1000 Words – Please answer on a separate sheet)** |
| Your answer may cover areas such as:* Recruitment
* Training & Development
* Booking of courses
* Refresher training
* Toolbox talks
* Apprenticeships
* Career Development
* Work Experiences
* Any Awards your organisation has achieved in relation to Staff development.
 |

**SECTION E – Quality and standards**

|  |
| --- |
| E1. Does the Applicant have formal certification under BS EN ISO 9001 If so, please provide copies of the current certificates. |
|  |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
| E2 Is the Applicant currently working towards certification under BS EN ISO 9001 or an equivalent standard of quality management?

|  |  |
| --- | --- |
| Yes: |  |

|  |  |
| --- | --- |
| No: |  |

If yes please give details.**(Maximum of 500 Words – Please answer on a separate sheet)**  |
| E3. Please advise what procedures you have in place to ensure that the products and services are delivered to agreed quality standards? **(Maximum of 1000 Words – Please answer on a separate sheet)** Your answer may cover areas such as * Quality Audits
* Quality Manager
* Call backs
* Experience
* Sourcing of materials
 |

|  |
| --- |
| E4. Please provide a copy of your quality policy statement. |
| Enclosed: |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |

|  |
| --- |
| E5a. Does the Applicant have a dedicated quality manager?  |
|

|  |  |
| --- | --- |
| Yes: |  |

 |

|  |  |
| --- | --- |
| No: |  |

 |
|

|  |  |  |
| --- | --- | --- |
|  | Name: |  |
|  | Position within Company:Qualifications they hold: |  |
|  | Address: |  |
|  | Telephone: |  |
|  | Mobile Phone: |  |
|  | Fax No: |  |
|  | E-mail: |  |
|  |  |  |

 |
| 5b. If yes please indicate the qualifications / experience held by this person.  |

**SECTION F – Health and safety**

|  |  |  |  |
| --- | --- | --- | --- |
| F1.1 | Does your organisation have a written Health and Safety at Work policy? Please note that this must not be more than 12 months old. | Yes | No  |
| F1.2 | If “Yes”, please provide brief details of this policy describing how it is communicated to staff and the systems and procedures you have in place for monitoring, reviewing and reporting of health and safety issues.**(Maximum of 500 Words – Please answer on a separate sheet)**  |
| Your answer may cover areas such as * Policy you have in place
* How it is delivered to employees
* Where it is stored
* Is it accessible to all employees
* How and when is it reviewed
* Reporting systems you have in place.
 |
| F1.3 | H&S Policy Attached:  | Yes | No |
| F1.4 | Does your organisation have any Health and Safety Accreditation, e.g. ISO 18001 or equivalent? | Yes | No |
| F1.5  | If “Yes”, please provide copies of any relevant certificates as separate attachments | Yes | No |

|  |
| --- |
| F2 Please provide details of the current safety arrangements for when KWL Operatives visit your depots to collect materials.***(Maximum of 1000 Words – Please answer on a separate sheet)*** |
| Your answer may cover areas such as * Risk assessments
* Method Statements
* Traffic Management Plans
* COSHH
* PPE requirements
* First aid
* Signage
 |

|  |
| --- |
| F3. Please detail any HSE/local authority enforcing action taken against your company in the last three years ***(Maximum of 500 Words – Please answer on a separate sheet)*** |
| F4. Please include details any RIDDOR reportable accidents by your company within the last three years ***(Maximum of 500 Words – Please answer on a separate sheet)***  |

**SECTION G – Environmental policy**

|  |
| --- |
| G1. Does your organisation have an Environmental Policy or Management System (EMS)? |
|  (a)  |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
| (b) If “Yes” please provide brief details of the procedures and systems used and attach copies of relevant documentation**.** **(Maximum of 500 Words – Please answer on a separate sheet)**  |
| Your answer may cover areas such as * Policy / Management system you have in place
* How it is delivered
* Where it is stored
* Is it accessible to all employees
* How and when is it reviewed
* Waste Removal and Disposal
* Recycling initiatives
* Carbon Footprint
* Vehicle Trackers

**Copy Attached Yes / No** |
| G2. Does the applicant have any nationally recognised/accredited systems or procedures in place for environmental management such as BS EN ISO 14001? |
|  (a) |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
| (b) If yes, Please provide a copy of your certificate  **Copy Attached Yes / No** |
| G3. Within the last 3 years has your organisation: |
|  | Been prosecuted for breaking any UK or EU environment law?  |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
|  | Had any notice served upon it by an environmental or authority? |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
|  If yes to either question please give details:***(Maximum of 500 Words – Please answer on a separate sheet)***  |

**SECTION H - Corporate Social Responsibility**

|  |
| --- |
| H1. Explain how the local community will benefit from your company delivering the service to KWL. **(Maximum of 2000 Words – Please answer on a separate sheet)** |
| Your answer may cover areas such as * Percentage of local employees (HU postcode areas)
* Number of trainees / apprentices
* Number of work experience placements each year
* Engagement with Colleges/Schools/Employment Agencies
* Community engagement/sponsorship
* Charity Events
 |

**SECTION I – Equal opportunities**

Your company will be evaluated for equality in employment on the basis of your answers to these questions. Please ensure that you answer them all.

Please provide sufficient information to enable KWL to make a fair and accurate assessment of how, as an employer and/or service provider, you have dealt with equality issues.

|  |
| --- |
| I1. **Please provide a copy of your Company’s Equal Opportunities & Diversity Policy**.  |
|  Copy attached. |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |

|  |
| --- |
| I2. Is it your policy as an employer to comply with your statutory obligations of the Equalities Act 2010 in Employment, inclusive of Human Rights?*(The code provides practical guidance on how to prevent unlawful racial discrimination, and achieve equality of opportunity in the field of employment. It helps employers and others who have duties under the employment provisions of the Race Relations Act to understand their responsibilities and rights).* |
|  |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |

|  |
| --- |
| I3. Is your policy on equal opportunities set out in the following? |
| Instructions to those concerned with recruitment, selection, remuneration, training and promotion? |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
| Documents available to employees, recognised trade unions or other employee representative groups? |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
| In job advertisements or other literature? |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |

|  |
| --- |
| I4a. In the last 3 years has any finding of unlawful discrimination been made against your Company by: A court or industrial tribunalThe Commission for Racial EqualityDisability Rights CommissionEqual Opportunities Commission or more recentlyThe Commission for Equality and Human RightsThe Modern Slavery Act |
|  |

|  |  |
| --- | --- |
| Yes:  |  |

 |

|  |  |
| --- | --- |
| No:  |  |

 |
| I4b. If the answer to question H4a is yes, what steps/actions did you take as a result of that finding?**(Maximum of 500 Words – Please answer on a separate sheet)** |
|  |

**List of attachments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question  | Number of sheets | Question  | Number of sheets | Leave blank for KWL Use |
| A |  | E1 |  |
| B |  | E2 |  |
| C |  | E3 |  |
| D |  | E4 |  |
| D1 |  | E5 |  |
| D2 |  | F1 |  |
| D3 |  | F2 |  |
| D4 |  | F3 |  |
| D5 |  | F4 |  |
| D6 |  | G1 |  |
| D7 |  | G2 |  |
| D8 |  | G3 |  |
| D9 |  | H1 |  |
| D10 |  | I1 |  |
| D11 |  | I2 |  |
| D12 |  | I3 |  |
|  |  | I4 |  |
|  |  |  |  |

**SECTION J - Declaration**

I certify that the information submitted within and appended to this questionnaire is correct.

I understand that the information will be used as part of the Tender Evaluation for a processing of waste stream service and that information will be held on computer and manually for this purpose in accordance with the Data Protection Act 1998.

A director or other authorised senior representative of your organisation must complete this declaration. By completing this declaration, you are agreeing with the comments above.

|  |
| --- |
| **DETAILS OF PERSON COMPLETING THE DECLARATION:** |
| NAME |  |
| POSITION |  |
| FOR AND ON THE BEHALF OF |  |
| DATE |  |

End sheet