

# **SELSTON PARISH VILLAGE HALLS CHARITY**

**CHARITY NO 1177497**

## **Invitation to Quote**

For the refurbishment of

**Underwood  
Community Centre  
Ref: LJS 07.04.22**

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## Part 1: Instructions to Suppliers

### 1 Submission of Quotes

- 1.1 All quotes must be submitted in writing to [clerk@selstonparishcouncil.gov.uk](mailto:clerk@selstonparishcouncil.gov.uk), no later than the time and date shown on the front of this document.
- 1.2 Suppliers may seek clarification on any of the points contained in the invitation to quote and any associated documents; these should be submitted in writing to [clerk@selstonparishcouncil.gov.uk](mailto:clerk@selstonparishcouncil.gov.uk) in sufficient time to allow the authority to supply the information before the deadline for receipt of quotes.
- 1.3 If you experience any issues with accessing the Clerks email, please contact the office using one of the following methods:
  - By telephone on 01773 812012
  - In person or letter to the Parish Clerk Parish Hall Office, Mansfield Rd, Selston, Notts NG16 6EE
- 1.4 Quotes must be submitted no later than the time and date shown on the front of this document; the authority reserves the right to accept late quotes only where it can be shown conclusively that this was due to reasons beyond the control of the Supplier.

### 2 Confidentiality

- 2.1 All documents, contracts, and other information issued by the authority relating to the quote shall be treated by the Supplier as private and confidential for use only in connection with the quote and any resulting contract, and shall not be disclosed in whole or in part to any third party without the prior written consent of the authority.
- 2.2 All information provided by Suppliers as part of a quote return will be treated as confidential, notwithstanding any obligation on the authority arising under the provisions of Freedom of Information or related legislation, or any other requirement for the disclosure of information applicable under the law of England and Wales.

### 3 Payment

- 3.1 The contract sum is exclusive of VAT and in relation to any payment to the contractor Selston Parish Village Halls Charity shall in addition pay the amount of any VAT properly chargeable in respect of it.
- 3.2 Interim payments up to practical completion can be agreed between the Charity and the Contractor based on works properly executed and materials and goods which have reasonably and properly been brought onto the site for the purpose of the works and are adequately protected against weather and other casualties.
- 3.3 Undisputed invoices submitted to the Charity shall be paid within 30 days. The Charity will consider and verify any invoice submitted by the Contractor in a timely manner with a view to ascertaining whether the invoice is valid and undisputed.

### 4 Freedom of Information

- 4.1 The authority is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004; and may be obliged to disclose information (including information provided by Suppliers) in accordance with the requirements of this legislation.
- 4.2 Suppliers should state if any information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act, and should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed, but will be examined in the list of the exemptions provided in the Act.

## **5 Data Protection**

- 5.1 Suppliers shall ensure that any information that is provided as part of or in relation to their quote is at all times compliant with their obligations under the Data Protection Act 2018 and General Data Protection Regulations (Regulation (EU) 2016/679).
- 5.2 Any contract specific requirements in respect of data, being subject to data protection legislation, are set out in the specification and contract documents.

## **6 Indicative Timetable**

- 6.1 Please note the Charity reserves the right to amend this timetable and steps 3 to 4 inclusive are provided for indicative purposes only.

1. Project Issued	<b>07 April 2022</b>
2. Deadline for Responses	<b>Friday 28 April 2022 (noon)</b>
3. Quotation Evaluation	<b>W/C 2<sup>nd</sup> May 2022</b>
4. Contract Awarded (subject to pre-contract checks)	<b>W/C 9<sup>th</sup> May 2022</b>

## Part 2: Details of Requirement

### 7 Introduction

- 7.1 Selston Parish Village Halls Charity (the '*Charity*') is seeking tenders from suitably experienced and qualified entities (the '*Tenderer*') to refurbish Underwood Community Centre adhering to the approved design brief. The successful bidder will be expected to meet with Trustees of the Charity to discuss the project and complete the works to the agreed timescales and budget. The works need to be completed in August 2022 to cause the least disruption to hirers of the Community Centre.
- 7.2 The project is a priority Project to Selston Parish Village Halls Charity.
- 7.3 Site Address: Underwood Community Centre, Church Lane, Underwood, Nottinghamshire, NG16 5FS.
- 7.4 The Charity's detailed requirements are defined in the Specification.

### 8 Contract Duration

- 8.1 The successful tenderer will be expected to deliver the project in the month of August 2022

### 9 Contract Value

- 9.1 The maximum budget for the supply equipment is: £72500 + VAT

### 10 Insurance & Indemnity

- 10.1 The Authority requires the following minimum levels of insurance / indemnity. The Contractor will be required to hold the appropriate levels for the duration of the contract:
- 10.1.1 Employer's Liability: £10,000,000 (Minimum requirement)
- 10.1.2 Public Liability: £5,000,000 each and every claim
- 10.2 If tenderers do not currently meet any of these levels, they should confirm in their response that they commit to getting the required level(s) in place should they be awarded a contract, and ensure that they have included any additional cost for this within their submitted price.

### 11 Intellectual Property

- 11.1 Unless otherwise specified or agreed, it is the intention of the Charity that all intellectual property rights in all works or supplies provided in relation to this quote which are written or produced on a bespoke or customised basis, including, without limitation, all future such rights when the said works are created, shall be owned by the Charity, and the Supplier shall ensure that it executes all documents necessary to effect such ownership.
- 11.2 Where the Supplier provides existing intellectual property rights protected material to the Charity in relation to this quote, it shall disclose this to Charity; warrants it has the right to do so; and shall fully indemnify and hold the Charity harmless against all loss or liability arising from any third party intellectual property rights claims arising both from such existing material and in relation to any such bespoke work.
- 11.3 Except as provided above, both parties retain ownership of their pre-existing intellectual property rights protected material.

## Part 3: Specification

### 12 General Requirements

#### 12.1 To re-clad Underwood Community Centre.

Total strip out of the external walls to the building. This will involve removal of all existing wooden panels and all the old insulation in order to expose the structure.

Removal of all fascias and guttering.

All roof GRP drip edges removed and roof fascia detail added.

Removal of all top-level windows and replaced with new stud partitioning.

All external structure to then be fully insulated.

New door entry and 2 new window entries made to rear elevation.

All old windows and doors removed and replaced with new upvc double glazed windows and doors in anthracite.

All external walls over-faced with 9mm ply wrapped in a breathable membrane then counter battened with 25 x 50 batten.

External walls then cladded in Cedral hardi plank cladding Colour Anthracite

New fascia and soffit installed

New GRP drip detail on roof edge

Remove internal full ceiling grid so that ceiling height is raised to the original

All internal walls repaired at high level where the old windows were.

Remove internal existing lobby entrance and make good

Aco drain fitted to right side of elevation approx 10 mtr

New ramp to rear elevation inclusive of hand rails

New ramp to side B elevation inclusive of hand rails

New 3.5m x 3.5m canopy with hand railing

All brickwork re-pointed

### 13 General Considerations

#### 13.1 It is strongly advised that those tendering for the works should undertake a site visit to familiarise themselves with the site and therefore be able to produce a more informed quotation.

#### 13.2 The Community Centre car park is open during the centre's opening hours.

### 14 Dimensions

#### 14.1 Building is 19125m x 9660m

### 15 Construction

#### 15.1 Cedral hardi plank cladding and upvc windows and doors

## **16 Location of Community Centre**

16.1 Please see the attached site drawings and photo below

## **17 Site Set Up**

17.1 The cost of the project should factor in the installation of temporary site fencing, as required, to be maintained by the successful Contractor throughout the construction work phase. This is required to securely enclose the site and is expected to be removed upon completion of works. Site safety signs and notices with Contractor call out number should be erected on all sides of the site fencing to inform the public of the works.

17.2 Photo One Community Centre



17.3 Photo Two Car Park



## Post Installation

- 17.4 The Commencement Date of the contract is approx. 1 August 2022
- 17.5 The contact for the project is Lisa Simpson, Parish Clerk, Selston Parish Council, Parish Hall, Mansfield Rd, Selston, Notts NG16 6EE.
- 17.6 The Services to be provided are as follows:
- Refurbishment of Underwood Community Centre
  - Undertake all works
- 17.7 We request that copies of the following documentation are submitted.
- A copy of each of your current Employers Liability, Public Liability insurance certificates.
- 17.8 If any of the certificates are not held, or any of the systems are not in place, please provide an explanation of the reasons why, in order for this to be taken into account when evaluating your submission.

## **Part 4: Assessment Criteria**

### **18 Instructions**

- 18.1 Your response should describe clearly and concisely how you would fulfil the requirements laid out in the Specification, paying close attention to the following points:
- 18.2 Please clearly label each response with the appropriate question number.
- 18.3 Please ensure that your responses to the questions relate to the specification and the service to be carried out.
- 18.4 Please avoid the following:
- Additional information outside the scope of the question;
  - Details about your company that have not been requested and don't add clarity to the response;
  - 'Sales pitch' type information.
- 18.5 For each written question, please ensure that no more material is provided than any limit stated in the question (for written responses this includes pictures / photographs, and should use Arial font size 12). Any material provided in excess of this limit will not be considered as part of the evaluation, and will not contribute towards the score for that element.

## 19 Fee Proposal

- 19.1 Provide the total fee for providing the service detailed in the specification. Ensure that you have accounted for the full range of work required under the specification.
- 19.2 The total proposed fee for each quote will be awarded a score proportionate to the lowest priced quote received, according to the following formula:

$$\text{score} = (\text{lowest price received} / \text{quote price}) \times \text{available score}$$

## 20 Evaluation

- 20.1 The submissions we receive will be scored according to the following table. Failure to achieve a rating of at least Satisfactory for any one or more questions may result in the Supplier being disqualified at the Authority's discretion.

Assessment	Score
<b>Unacceptable:</b> The Supplier has failed to address the question, submitted no response, or any element of the response gives cause for major concerns that requirement[s] will not be met.	0
<b>Poor:</b> The Supplier has provided an unsatisfactory response addressing some of the requirement but with very little detail. The response provided does not provide full confidence that the requirements can be met.	1
<b>Weak:</b> The Supplier has provided an acceptable response addressing some of the requirement with partial detail. There are a few concerns about whether or not the requirements can be met, which requires further clarification.	2
<b>Satisfactory:</b> The Supplier has provided a satisfactory response addressing most of the requirements in sufficient detail, providing confidence that most requirements can be met.	3
<b>Good:</b> The Supplier has provided a strong response addressing most of the requirements in detail, providing confidence that the requirements can be met in full.	4
<b>Excellent:</b> The Supplier has provided a thorough response, addressing ALL requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions.	5

- 20.2 The marks available, relative weightings, and total score available for each element of the assessment are as shown in the table below:
- 20.3 Quality Assessment Scoring Table (85 %):

Question	Weighting
Criteria 1 – Fulfilment of Brief	25%
Criteria 2 – Track Record	15%
Criteria 3 – Proposed Programme of Works	15%
Criteria 4 – Resources	15%
Criteria 5– Accreditations	5%
Criteria 6 – Policies	5%
Criteria 7 – Warranties & Guarantees	5%

20.4 Price Assessment Scoring Table (15%):

Refurbishment of Underwood Community Centre	Total Price excluding VAT
	£

20.5 The Authority reserves the right not to award the contract to any Supplier.

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## Part 5: Quality Criteria

20.1 In order for us to assess your suitability for this work we would like you to provide the following:

1	<b>Criteria 1 - Fulfilment of Brief</b>	<i>Weighting: 15%</i>
Your response should demonstrate how your proposals fulfil the brief .		
2	<b>Criteria 3 - Track Record</b> <i>Tenderer's response limit: 3 sides of A4</i>	<i>Weighting: 15%</i>
Considering your past experience, provide three examples of similar projects your organisation has delivered, that can be supported by references.		
3	<b>Criteria 4 - Proposed Programme of Works</b>	<i>Weighting: 15%</i>
Please provide your proposed programme of works including your proposed start date.		
4	<b>Criteria 5 - Resources</b>	<i>Weighting: 15%</i>
Please explain how your organisation intends to resource the project to fulfil the requirements set out in the specification.		
If you intend to sub-contract any part of the works, please include details of the organisation you intend to sub-contract and what percentage of works will be outsourced should you be successful in securing this contract.		
5	<b>Criteria 6 - Accreditations</b> <i>Tenderer's response limit: 1 side of A4 for details, no limit for certificates</i>	<i>Weighting: 5%</i>
Please list all accreditations your organisation holds that demonstrates your ability to deliver this project. For example CHAS, EN ISO's, Construction line etc.		

6	<b>Criteria 7 - Policies / Statements</b>	<i>Weighting: 5%</i>
H&S, Environmental Policies / Statements, Equal Opportunity Policies / Statements		
7	<b>Criteria 8 - Warranties &amp; Guarantees</b> <i>Tenderer's response limit: 3 sides of A4 for details, no limit for certificates</i>	<i>Weighting: 5%</i>
<p>List and summarise details of all warranties and guarantees for the supply of equipment / component and fixings. Including any accreditations / affiliations Provide separate copies of evidence for testing or certificates.</p> <p>Confirm the availability of spare / replacement parts.</p>		

## 21 Final Qualification Check and Award of Contract.

- 21.1 Prior to being awarded a contract, if not already supplied, the leading Tenderer may be asked to provide documentary evidence to substantiate their responses to the *Supplier Questions*. At the very least, we will ensure that Tenderers meet the minimum standards established in respect of:
- Financial stability;
  - Insurance policies & indemnity limits;
- 21.2 The Authority will also request evidence of any other element(s) covered by the *Supplier Questions* where this is deemed material to the subject matter of the contract.
- 21.3 Should the leading Tenderer be unable to satisfy the Authority's requirements in this respect, their tender will be dismissed and the next placed Tenderer asked to provide their supporting evidence; continuing until the highest placed Tenderer able to satisfy the criteria will be awarded the contract.

## Part 6: Supplier Details

Name of legal entity or sole-trader		
Unique name of legal entity or name of individual		
Trading Name (if different to above)		
Contact Details in relation to this invitation to quote		
Title		
Forename		
Family name		
Job title		
E-mail		
Telephone no.		
Address line 1		
Address line 2		
Address line 3		
Town		
County		
Post Code		
Company registration numbers (Where applicable)		
Registration number with Companies House		
Registration number with equivalent body (e.g. FCA)		
Charity registration number		
VAT registration number		
Company Structure		
Type of organisation (e.g. PLC, Ltd, LLP, CIC, IPS; Other partnership; Sole trader)		
Size of organisation: Please state total number of employees (including directors and part-time staff)		

Type of insurance	Minimum required:	Supplier's standard level of indemnity:
Employers' liability	£10,000,000	
Public liability	£5,000,000	

## 1 Grounds for mandatory exclusion

<p><b>Regulations 57(1) and (2)</b> The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a>.</p>	
Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details
Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details
Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details
Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details
Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details
Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details

## 2 Grounds for discretionary exclusion

<p><b>Regulation 57 (8)</b> The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation, or any other person who has powers of representation, decision, or control in the organisation.</p>	
Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details
Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details
Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details
Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details
Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details
Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details
Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details
Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details

Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details
The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details
The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details
The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details
The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details
If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	

### 3 Equal Opportunity & Diversity Policy and Capability

Optional Question Module O1: Equal opportunity and diversity policy and capability

Question	Description of information in support of response, which will be taken into account in assessment	YES	NO
As an Employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?	Do you have copies of:		
Applies to both public and private procurement.	<b>Q1</b> relevant instructions or written statement / evidence of relevant actions.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Q2</b> relevant guidance or written statement / evidence of relevant actions.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Q3</b> relevant policies / literature or written statement / evidence of relevant actions.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Q4</b> evidence of where you believe these policies have made a difference.	<input type="checkbox"/>	<input type="checkbox"/>
Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	No supporting evidence required.	<input type="checkbox"/>	<input type="checkbox"/>

Question	Description of information in support of response, which will be taken into account in assessment	YES	NO
In the last three years, has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?	Details of any findings.	<input type="checkbox"/>	<input type="checkbox"/>

#### 4 Health & safety policy and capability

Question	Example of the type of information in support of responses, which will be taken into account in assessment	YES	NO
Are you able to show that you have a general policy and an organisation that is responsible for ensuring effective health and safety (H&S) management?	Evidence of periodically reviewed general H&S policy, signed and dated by a senior person within the organisation. The H&S policy should also contain the organisation and arrangements. These should be relevant to the anticipated nature and scale of activity to be undertaken, and set out responsibilities for H&S management at all levels in the organisation. (If a supplier has fewer than five employees it is not legally required to write down its general policy, organisation, 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).	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to show your arrangements for ensuring that your H&S measures are effective in reducing/preventing work-related incidents, occupational ill health, and accidents?	Details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken, and how these arrangements are communicated to workers. (If a supplier has fewer than five employees it is not legally required to write down its general policy, organisation, 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).	<input type="checkbox"/>	<input type="checkbox"/>

#### 5 Quality Management Policy & Capability

Optional Question Module O3: Quality management policy and capability

Exemption		Exemption claimed	
The questions need not be completed if your organisation holds a certificate of compliance with BS EN ISO 9001(or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard <sup>3</sup> e.g. accredited by UKAS, and can provide information to evidence this.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Question	Description of information in support of response, which will be taken into account in assessment	YES	NO

Exemption		Exemption claimed	
Do you have a policy and organisation for quality management?	Evidence that your organisation has and implements a quality management policy that is authorised by the Chief Executive or equivalent and periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.	<input type="checkbox"/>	<input type="checkbox"/>
Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing / preventing incidents of sub-standard delivery?	Evidence that your organisation keeps copies of documentation setting out quality management organisation and procedures that meet currently agreed good practice. These should include the arrangements for quality management throughout the organisation. They should set out how the company will carry out its policy, with a clear indication of how the arrangements are communicated to employees / other workforce.	<input type="checkbox"/>	<input type="checkbox"/>

## 6 Environmental Management Policy & Capability

Exemption		Exemption claimed	
The questions in this module need not be completed if your organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 or a valid EMAS certificate, and can provide the supporting evidence requested.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Question	Description of information in support of response, which will be taken into account in assessment	YES	NO
Do you have a documented policy and organisation for the management of construction-related environmental issues?	Evidence that you or your organisation has an environmental management policy authorized by the Chief executive or equivalent and regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organisation.	<input type="checkbox"/>	<input type="checkbox"/>
Do you have Documented arrangements for ensuring that your environmental management procedures are effective in reducing / preventing significant impacts on the environment?	Evidence that your organisation's environmental policy implementation plan provides information as to how the company aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce, in relation to environmental matters including: <ul style="list-style-type: none"> <li>• Sustainable materials procurement;</li> <li>• Waste management;</li> <li>• Energy management.</li> </ul> This should include the arrangements for responding to, monitoring and recording environmental incidents and emergencies and complaints.	<input type="checkbox"/>	<input type="checkbox"/>

## 7 Economic & Financial Standing

Are you able to provide a copy of your audited accounts for the last two years, if requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box:	
(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 8 CDM Roles

### CDM duty holder related question selection:

The questions asked in 8 CDM roles are appropriate for particular construction duties and have been colour coded accordingly to assist identification. Please indicate below which duty (or duties) best describes your organisation's activity and then only provide responses to the questions colour coded to the duty (or duties) you have selected.

#### NOTE

The questions refer to duty holders under the Construction (Design and Management) Regulations 2015, which defines the scope of "construction" activity. If your organisation potentially fills more than one role (e.g. "Design and Build"), please provide responses to the questions applying to all relevant duty holder roles (e.g. Designer and Principal Contractor)

ROLE IDENTIFIED	YES	NO
(a) Contractor or Sub-Contractor (respond to blue shaded questions)	<input type="checkbox"/>	<input type="checkbox"/>
(b) Principal contractor (respond to blue-shaded questions <b>and</b> yellow shaded question)	<input type="checkbox"/>	<input type="checkbox"/>

### 8.1 a) Contractor / Sub-Contractor (and/or Principal Contractor)

Question	Example of the type of information in support of responses, which will be taken into account in assessment	YES	NO
Q1 Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?	Describe how co-operation and co-ordination of the work is achieved in practice, and how any other organisations are involved in drawing up method statements, etc. including response to emergency situations. This should include how input from your suppliers will be taken into account, and how external comments, including any concerns or complaints, will be responded to. This may include CPPs.	<input type="checkbox"/>	<input type="checkbox"/>

Question	Example of the type of information in support of responses, which will be taken into account in assessment	YES	NO
Q2 Do you have arrangements for ensuring on-site welfare for your employees/other workforce?	Describe how you ensure suitable welfare facilities for your employees/other workforce are in place before starting work on site, whether provided by a site-specific arrangement with others, or your own measures. This may include CPPs.	<input type="checkbox"/>	<input type="checkbox"/>
Q3 Are you able to provide evidence of the skills, knowledge, and experience of H&S in construction in your organisation?	Examples of actual knowledge, skills, and experience within your organisation. This may include: NEBOSH Construction Certificate; membership of Association for Project Safety; membership of Institution of Construction Safety; SSSTS; SMSTS (e.g. provided in a skills matrix for key personnel)	<input type="checkbox"/>	<input type="checkbox"/>
Q4 Do you review and develop your effectiveness in the contractor/ principal contractor role?	Evidence that your organisation Implements an ongoing system for monitoring performance, including post-project review.	<input type="checkbox"/>	<input type="checkbox"/>

## 8.2 b) Principal Contractor only

Question	Example of the type of information in support of responses, which will be taken into account in assessment	YES	NO
Q1 Do you implement arrangements to meet the 'principal contractor' duties under the Construction (Design and Management) Regulations 2015?	Concise, practical examples, relevant and proportionate to the type of activity likely to be carried out, of how your organisation meets the requirements of principal contractor. In particular, provide evidence of how you: <b>Q1</b> Plan, manage, monitor and coordinate H&S in the construction phase, including communication with the client, principal designer and contractors; <b>Q2</b> Prepare, review and maintain CPPs; <b>Q3</b> Organize co-operation between contractors and others, and coordinate the work; <b>Q4</b> Ensure relevant and suitable site inductions; <b>Q5</b> Provide information for the H&S file.	<input type="checkbox"/>	<input type="checkbox"/>

## 9 Steel Procurement

Please provide responses as a separate attachment giving the answers to the following.
1) Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management
2) Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel.
3) Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both: (i) Your company (ii) All your supply chain members involved in the production or supply of steel.

## 10 Staff Skills & Qualifications

Using the headings below, please list the skills and experience (including professional, managerial, and technical expertise) that are available within your organisation to enable you to carry out the required work for this authority.

Please include qualifications of staff where this is relevant to the subject of the contract:

- Skill
- Number of Staff
- Qualifications, Training, & Experience

## 11 References

Please provide the contact details for an appropriate referee who can be contacted for a reference.

The authority reserves the right to eliminate suppliers who fail to provide adequate referees where requested, or whose referees provide unsatisfactory references for the projects indicated. We may, however, choose to seek additional clarification where it is deemed necessary to properly evaluate the response.

Referee 1:	
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	

Referee 2:	
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	

Referee 3:	
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	

## Part 7: Supplier Declaration

I/We understand you are not bound to accept the lowest or any quote you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this quote.

Unless and until a formal Contract is prepared and executed this quote together with your written acceptance thereof shall constitute a binding Contract between us.

I/We confirm that this quote will be held open for a period of not less than 30 days.

Signature: .....

*Duly authorised agent of the Supplier*

Position held: .....

Company Name: .....

Dated: .....

