NATIONAL ARMY MUSEUM

ROYAL HOSPITAL ROAD

CHELSEA

LONDON SW3 4HT

**provision for the manufacture and installation of new donor boards for the national army museum**

**Brief, Tender and contractors information**

|  |  |
| --- | --- |
| **CONTENTS** | Page |
| The Client | 2 |
| The National Army Museum (NAM) Project Board | 2 |
| the NAM - Background | 2 |
|  |  |
| SCOPE OF WORKS | 2 |
| Information for Tenderers | 3 |
| Contract Award Criteria | 3 |
| Financial Tenders | 4 |
| Tendering Costs | 5 |
| Programme | 5 |
| Access | 5 |
| Enquiries | 6 |
| Insurances | 6 |
| Defects in Maintenance Period | 6 |
| Health and Safety | 6 |
| Security | 6 |
| GENERAL | 7 |
|  |  |
| Annexes | 7 |
|  |  |
| Annex A:  FORM OF TENDER | 8 |
| Annex B:  CERTIFICATE OF BONA-FIDE TENDER | 9 |
| Annex C:  CONTRACTOR QUALIFICATION QUESTIONNAIRE | 10 |
| Annex D:  HEALTH AND SAFETY QUESTIONNAIRE | 17 |
| Annex: TEMPLATE FOR PRICING | 21 |
| ANNEX F – DONOR BOARD SCHEME | UNDER SEPARATE COVER |

**The Client**

1. The Client is the Council and Director of the National Army Museum.

**The NATIONAL ARMY MUSEUM (NAM) Project Board**

1. The NAM Project Board will include:
   1. Ms Jane Holmes
   2. Mr Mike O’Connor
   3. Ms Anita Sheth
   4. a member of the Museum’s Finance Team
2. The Contractor will assume the roles where required, of Principal Contractor as defined under the CDM 2015 Regulations, reporting to the Project Board for the complete construction.

**THE NAM (National Army Museum) - Background**

1. The NAM, a Body incorporated by Royal Charter (1960), is the British Army's own Museum. It is the only museum in the United Kingdom to tell the Story of Our Army as a whole from its inception to today's military operations in Iraq, Afghanistan and elsewhere. It commemorates the contribution of soldiers, male and female, who have served in Our Army. By using examples from the past, the NAM inspires the present generation of soldiers to understand that they are the inheritors of a rich tradition of bravery, service and professionalism.

**SCOPE OF WORKS**

1. The National Army Museum periodically receives donations from benefactors. Currently these donations are listed on glass panels in the entrance to the Museum, however NAM will remove these boards as we wish to replace them with a less corporate design aesthetic. The National Army Museum is seeking a company to manufacture the new donor board design as per the drawings in Appendix F under separate cover. The cost should also include installation of the donor boards, ensuring that they are securely anchored into the sub-strait of the acoustic wall. This substrate is reinforced concrete covered by an acoustic lining approx. 50mm thick. It is the responsibility of the contractor to ensure that fixings and weight loadings are appropriate. Prices should also account for manufacture of a sample using both Method 1 and Method 2 as indicated in Annex F. NAM will then decide which method.

The successful contractor should account for the longevity of the boards and supply a figure for future maintenance. They should also supply a cost for providing individual boards in the future, including installation.

This document should be read in conjuction with the design drawings in Annex F (under separate cover) when submitting the tender response and pricing. A site visit is strongly recommended.

1. **INFORMATION FOR TENDERERS**

**Tender Process**

1. The process to be followed will be in accordance with the NAM Financial Procedures Memorandum in that it will be a sealed bid process.
2. The NAM will not necessarily award to the lowest price tenderer. NAM reserves the right to appoint the contractor who has interpreted the brief fully and provides value for money.

**Contract Award Criteria**

1. The Tender Board will comprise the Project Board and other nominated individuals.

Tenders will be assessed on the following criteria:

Fee 50%

Qualifications and Experience 10%

Project Team and Resourcing including timings of installation 30%

Approach 10%

**Tender Return**

1. All electronic tender documents/electronic media are to be addressed to [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk) and annotated with “TENDER DOCUMENTS NOT TO BE OPENED 10am on 14th May 2021. On no account are the tender documents to be passed to the requesting department before the tender board date.
2. Tender “hard” copies shall be submitted to:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea, London SW3 4HT

1. Tenders are to remain open for acceptance for a period of 90 days.
2. Tender shall comprise of 2 x hard copies and 1 x electronic (PDF format) following:
   * Financial Tender;
   * The Completed Form of Tender (Annex A);
   * Certificate of Bona-Fide Tender (Annex B);
   * Contractor Qualification Questionnaire (Annex C);
   * Health and Safety Questionnaire (Annex D);
   * Completed Template for Pricing (Annex E)
   * Design Drawings (Annex F)
   * Any other information that is required to clarify the tender.

**Financial Tender**

1. Lump Sum Fee

A budget fee of £12,000 (twelve thousand pounds) is to include all expenses, manufacture, samples and installation. The fee is excluding VAT.

1. Instalment payments

NAM suggests a payment schedule of 30% at the start of the project, 20% mid-way through the project and 50% at the end of the project. Tenderers may suggest an alternative fee drawdown in the tender. The Museum will not necessarily agree to this and its decision is final.

1. Hourly Rate

An hourly rate for each category of personnel should be provided in the event that the Client instructs specific additional duties.

1. Completed Form of Tender & Certificate of Bona-Fide Tender (Annex A & B)

The Forms should be signed by the Tenderer or, in the case of a Company, by the Secretary or other authorised person.

1. Information to accompany the Tender

Completed Contractor Qualification and Health and Safety and Template for Pricing questionnaires (Annex C, D & E)

1. Relevant Experience

Provide details of relevant experience. For each project, include a description of the project, your role, client, budget and project dates

1. Tenderers Project Team

List the proposed personnel working on this project and provide the CVs for any supervisory role personnel.

1. Resource Plan & Availability of Personnel

Advise the resource plan for the proposed personnel.

Advise how quickly the contractor could begin work if appointed.

1. Practice Approach

Outline your approach to ensure that the installation is completed within budget and timescale.

1. References

Provide details of three recent contracts that are relevant to this project including the name and contact details of the clients’ representatives who could be approached for references.

**Tendering costs**

1. The Client will not be responsible for or pay for any costs or expenses that are incurred by any tendering contractor in preparing and submitting their tender.

**THE PROGRAMME**

|  |  |
| --- | --- |
| Tender Invitation issued | 4th May 2021 |
| Tender submission to NAM | 14th May 2021 |
| Successful contractor appointed | 17th May 2021 |
| Proposed dates on site | 5th July 2021 |

**ACCESS**

1. Access to the Chelsea site is by arrangement only, it is essential that note is taken of any arrangements for entry. Site visits will obviously be required prior to any tender submission and these can be arranged by contacting:

Ms Anita Sheth - [asheth@nam.ac.uk](mailto:asheth@nam.ac.uk)

or

Ms Jane Holmes – [jholmes@nam.ac.uk](mailto:jholmes@nam.ac.uk)

The names of personnel visiting the site and the registration number of max two vehicles must be supplied. Parking is by arrangement and must not assumed. Any vehicles including delivery vehicles, not pre-approved, will be denied entry and the Museum will not be responsible for any costs of re-arrangements.

1. The work will be carried out of normal working hours. Typically, the working hours will be 0900am-17:00hrs pm daily. There will be no weekend working unless specifically agreed by the Client. If weekend working is required, a minimum of one working week notice is required to be given. Materials need to be brought into the exhibition space prior to 9.30am. Installation should take place on a Monday and Tuesday when NAM is closed to the public.

**Enquiries**

1. All enquiries arising from this Invitation to Tender must be submitted in writing via email to.

jholmes@nam.ac.uk

All design enquiries should be addressed to:

[asheth@nam.ac.uk](mailto:asheth@nam.ac.uk)

All clarifications/questions will be made available to all propective tenderers and posted on the Government Contract Finder website:

**INSURANCES**

1. The minimum amounts insured in respect of employers and public liability shall be £10M for any one occurrence or series of occurrences arising out of one event.

**DEFECTS IN MAINTENANCE PERIOD**

1. The contractor is to provide at handover certification that the installation is complies with all relevant legislation, is fit for use and that all labelling and signage fitted. The contractor is to provide all documentation relating to the installation with recommendations for servicing and maintenance. The maintenance period for the works shall be 12 months and shall apply from the day after that on which the works are completed as certified by the Project Manager.

**HEALTH AND SAFETY**

1. Contractor should provide all Method Statements, Risk Assessments, and COSHH Information Data Sheets **prior** to commencing works.
2. Contractor is to ensure that all works are made safe by the end of each working shift and the area is left in a clean and tidy condition to the satisfaction of the Client.
3. Contractor is to ensure that all items of the Museum are adequately protected from dust or damage during the works.

**SECURITY**

1. The contractor is to ensure that all employees and sub-contractors to be employed on the site are security cleared by the Client prior to the work commencing. The vetting by the Client will entail the contractor ensuring that all employees and sub-contractors complete and return the National Identification Service form for clearance by New Scotland Yard. The Client reserves the right to prohibit entry of any employee as a result of the NIS enquiry.

**GENERAL**

1. Contractor is responsible for confirming the dimensions on any drawings issued.
2. The contractor will be allocated access routes to and from the installation site and allowed access to toilet facilities which must be kept clean at the contractor’s expense at all times. This is to prevent possible accidents or conflict with staff, contractors or visiting public.
3. Allow for the provision of skips for the removal of rubbish from site.
4. All rubbish/builder’s rubble should be removed out of the Museum premises before the end of each shift and deposited in skips. Where there is a possibility that the rubbish could be blown by wind then the contractor is responsible for ensuring that the rubbish is suitably covered.
5. Allow for the removal of any hazardous material or controlled waste from site and include for provision of copies of any disposal certificates to the Client.
6. Allow for the provision of “As Built” drawings and test.
7. The tender price **must** be itemized as indicated in the sections above to allow ease of cost comparison for individual sections of the works. The Client will agree on the employment of any sub-contractors prior to the works commencing. The tender price should also include the cost of a site supervisor.
8. An area can be allocated in the Museum car park for on-site storage or a skip for disposal if required. If the contractor chooses to store materials on-site then they are responsible for the security of all those materials.
9. All contractors’ personnel must book in and out of the Museum on each shift.
10. You should be aware the NAM is subject to the Freedom of Information Act 2000 and is required to comply with any requests submitted.

**ANNEXES**

1. Attached to this specification are copies of annexes that must be completed and enclosed with the tender.

* Annex A – Form of Tender
* Annex B – Certificate of Bona-Fide Tender
* Annex C – Contractor Qualification Questionnaire
* Annex D – Health and Safety Questionnaire
* Annex E – Template for Pricing
* Annex F – Design Drawings (under separate cover

**ANNEx A – Form of Tender**

Tender for: **ENTRANCE PROJECT: MANUFACTURE AND INSTALLATION OF DONOR BOARDS**

To: The Council and Director of the National Army Museum

Sirs,

I/We the undersigned, having examined the enclosed tender documents and Appendices, do hereby offer to execute and complete in accordance with the said documents the works described therein:

For the sum as listed in the attached document:

Tenderer Reference:  **ENTRANCE PROJECT: MANUFACTURE AND INSTALLATION OF DONOR BOARDS**

I/We hereby affirm our agreement to enter into a contract with the Council of the National Army Museum for the due performance of the Works in the form described by the above said documents.

I/We have completed the Certificate of Bona-Fide Tender included in this document

I/We understand that the Trustees are not bound to accept the lowest or any tender which may be received nor or responsible for any cost incurred in the preparation of any tender

I/We declare that this offer is to remain open for acceptance for a period of thirty days from the date fixed for the receipt of tenders

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**ANNEX B – CERTIFICATE OF BONA-FIDE TENDER**

Tender for:

**ENTRANCE PROJECT: MANUFACTURE AND INSTALLATION OF DONOR BOARDS**

I/We certify that this is a bona-fide tender and that I/we have not fixed or adjusted the amount thereof by or under 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 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 except where the disclosure, in confidence, of such amount(s) was necessary to obtain insurance premium quotations required for the preparation of the 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 of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word “person” includes any person and any body, association, corporate or un-incorporated; and “any agreement” includes such transaction, formal or informal, and whether legally binding or not.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**ANNEx C: - CONTRACTOR QUALIFICATION QUESTIONNAIRE**

* + 1. Please answer **all** questions and sign the declaration at end of the questionnaire.
    2. If there is insufficient space for your response, please attach and sign any additional pages.
    3. Please answer the questions specifically for your business **NOT** for the group if you are part of a group of companies.
    4. Please note the term business refers to: Sole proprietor, partnership, limited liability partnership, incorporated company, co-operative, or voluntary organisation as appropriate.

This document is confidential, and all information provided will be for the purpose of supplier management only and kept solely within the National Army Museum. The information supplied by the contractor / supplier will be used to assess the contractor’s fitness for any work being tendered.

**Supply of this document to an applicant does not imply or guarantee that the recipient will be awarded works on a project.**

**A ADMINISTRATIVE INFORMATION**

A1 Trading Name of Business

A2 Registered Name of Business (if different from A1)

A3 How long has the business been trading?

A4 Main address for correspondence

A5 Registered Office address (if different from above)

A6 Name of person applying on behalf of the business.

A7 Position or title in the business of the person named in A6

A8 Telephone Number of the person named in A6

A9 Facsimile Number of the person named in A6

A10 E-Mail address of the person named in A6

A11 Is the business a sole trader, partnership, private limited company, public limited company, limited liability partnership, co-operative, voluntary organisation or other? (Please specify)

A12 Please provide the business’ VAT Registration Number

A13 If applicable, please state the number and date, and provide a copy of the Certificate of Incorporation or Registration (and Change of Name) under the Companies Acts or Industrial and Provident Societies Acts in the UK or the professional or trade register of the EU member state in which the company is established.

Applicable/Not applicable:

Certificate Number:

Date:

A14 Is the business part of a group?

Yes/No:

A15 If part of a group, please describe the group structure, (please provide an organisation chart if appropriate) and give names of the other Divisions or Subsidiary Companies in the Group.

Attached/Not Attached:

**B BUSINESS PROBITY**

B1 a) Being a company, no resolution has been passed or Order of the Court made for the company’s winding up otherwise than for the purposes of *bona fide* reconstruction or amalgamation, or receiver, or manager, or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof, or is not the subject or proceedings for any of the above procedures, or is not the subject of similar procedures under the law of any other state.

Not applicable / confirmed / not confirmed:

Details:

b) Being an individual, you are not bankrupt, you have not had a receiving order or administration order made against you, or made a composition or arrangement or trust deed with or for the benefit of your creditors, or made any conveyance or assignment for sequestration of your estate or appear to be unable to pay or to have no reasonable prospect of being able to pay a debt within the meaning of the Insolvency Act or any similar procedure under the law of any EU member state.

Not applicable / confirmed / not confirmed:

Details:

B2 Please confirm that no Directors, Partners, Associates or the Company Secretary have been involved in any company, which has been liquidated or gone into receivership.

Confirmed / not confirmed:

Details:

B3 Please confirm that none of the Directors, Partners, Associates or the Company Secretary has been convicted of a criminal offence relating to the conduct of their business or profession.

Confirmed / not confirmed:

Details:

B4 Please confirm that neither the company nor any of the Directors, Partners, Associates or Company Secretary has committed an act of grave misconduct in the course of their business or profession.

Confirmed / not confirmed:

Details:

B5 List the full names of every Director, Partner, Associate and the Company Secretary and indicate their title.

Attached / Not Attached:

B6 Please confirm that all obligations relating to the payment of taxes under the law of any part of the United Kingdom or the EU member state in which the company is established have been fulfilled.

Confirmed / not confirmed:

Details:

B7 Please confirm that all obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or EU member state in which the company is established have been fulfilled.

Confirmed / not confirmed:

Details:

B8 Please confirm that you understand that serious misrepresentation in the provision of information will be grounds for disqualification from the tender process.

Confirmed / not confirmed:

**C ECONOMIC AND FINANCIAL STANDING**

C1 If the business is a member of a group of companies, please give the name and address of the ultimate holding company.

C2 Would the ultimate holding company be prepared to guarantee your contract performance as its subsidiary?

Yes / No:

C3 Please state the name and title of the person in the business responsible for financial matters:

C4 Please confirm that we may obtain references from your bankers and provide their name and address:

Confirmed / not confirmed:

Details:

C5 Have you been trading for three years or more? If yes, please attach copies of your audited Accounts for the past **two** years, to include:

* Balance sheet
* Profit and Loss Account
* Full notes to the Accounts
* Director’s Report
* Auditor’s Report
* Statement of Turnover in respect of the services to be provided under this contract.

NB: Where no accounts are audited, signed copies of the Partnerships accountant should be submitted.

Details attached – Yes / No:

C6 If the Accounts you are submitting are for a year ended more than 10 months, ago, Please confirm that the business is still trading and provide a statement of turnover since the last set of published accounts:

Not applicable / applicable:

Details attached – Yes / No:

C7 Has your business ever had a contract terminated for breach under the terms of the contract? (If yes, please provide details)

Not applicable / applicable:

Details attached – Yes / No:

C10 Has your business ever had a contract not renewed for failure to perform to the terms of the contract? (If yes, please provide details)

Not applicable / applicable:

Details attached – Yes / No:

C11 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Employer’s Liability Insurance Policy or other evidence that you have such insurance.

C12 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Public / Product Liability (Third Party) Insurance Policy or other evidence that you have such insurance.

C13 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Professional Indemnity Insurance Policy or other evidence that you have such insurance

**D COMPLIANCE WITH EQUAL OPPORTUNITIES LEGISLATION**

D1 Is it your policy as an employer to comply with your statutory obligations under the Race Relations Act 1976, the Sex Discrimination Acts 1975 and, 1986, and the Disability Discrimination Act 1995 (or similar legislation of the EU member state in which applicant is established) and, accordingly, your practice not to treat one group of people less favourably than others because of their sex, colour, race, nationality or ethnic origins or disability in relation to decisions to recruit, train or promote employees?

Yes/No:

D2 In the last three years has any finding of unlawful racial, sexual or, disabilities discrimination been made against your organisation by any court or Employment tribunal?

Yes/No:

D3 In the last three years, has your organisation been the subject of formal investigation by the Commission for Racial Equality, Equal Opportunities Commission, Disability Rights Commission or other equalities body (or similar organisation in an EU member state) on grounds of alleged unlawful discrimination?

Yes/No:

D4 If yes, what steps did you take in consequence of that finding?

D5 Is your policy on equal opportunities set out:

a) in instructions to those concerned with recruitment, training and promotion?

Yes/No:

b) in documents available to employees, recognised trade unions or other representative groups of employees?

Yes/No:

c) in recruitment advertisement or other literature?

Yes/No:

d) in service delivery guidance notes/procedures or your quality manual?

Yes/No:

**E MODERN SLAVERY ACT COMPLIANCE**

E1 In performing its obligations under the agreement, the Supplier shall and shall ensure that each of its subcontractors shall:

1. Comply with all applicable laws, statutes, regulations in force from time to time including but not limited to the Modern Slavery Act 2015; and
2. Take reasonable steps to ensure that there is no modern slavery or human trafficking in the Suppliers or subcontractors supply chains or in any part of their business.
3. The Supplier represents and warrants that neither the Supplier nor any of its officers, employees or other persons associated with it has been convicted of any offence involving slavery and human trafficking; and having made reasonable enquiries, to the best of its knowledge, has been or is the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking.
4. The Supplier shall implement due diligence procedures for its own suppliers, subcontractors and other participants to ensure that there is no slavery or human trafficking in its supply chains.
5. If the Museum agrees that the Supplier may subcontract its obligations, the Supplier shall implement an appropriate system of due diligence designed to ensure the subcontractor complies with the principles of the Modern Slavery Act 2015 and that the subcontractor shall take reasonable steps to ensure that there is no modern slavery or human trafficking in the subcontractors supply chains or in any part of its business
6. The Supplier shall notify the Museum as soon as it becomes aware of any actual or suspected slavery or human trafficking in a supply chain which has a connection with this Agreement.

**F SUPPLIER STATEMENT**

We certify that the information supplied is accurate to the best of our knowledge and that we accept the conditions and undertakings requested in the assessment. We understand that false information could result in our exclusion from the Tender process or the Approved Suppliers List at any time, even after initial inclusion. We also understand that it is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower such body to cancel any contract currently in force and will result in exclusion from the Tender and / or the Approved Suppliers List.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: (in BLOCK LETTERS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for and on behalf of**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form should be signed by a Director, Partner or other authorised signatory of the organization and returned as part of the Tender Response

**Appendix D: - HEALTH AND SAFETY QUESTIONNAIRE**

**1. COMPANY DETAILS**

Registered Office:

Main contact office (if different):

Contact Telephone numbers:

Contact email address:

Total number of employees:

Does your Company have a health and safety policy statement?

If yes, please attach a copy to this questionnaire.

**2. ORGANISATION FOR HEALTH AND SAFETY**

Does your Company have a Director/Senior Manager who is responsible for health and safety? If yes, please give their details.

Name:

Contact telephone number/s:

     

Contact email:

Does your Company have a Health and Safety Manager/ Advisor? If yes, please give their details.

Name:

Contact telephone number/s:

Contact email:

If your Company’s Health and Safety Manager/Advisor is a Consultant then please provide their company’s full details.

Company name:

Business address:

Main Switchboard number:

Does your Company maintain written health and safety procedures? If yes, please provide information concerning your procedures for the following:

• Training

• Providing health and safety information to employees

• Health and safety committees

• Testing of equipment

• Risk assessment

• Supervision

How does your organisation keep up to date with changes in health and safety?

**3. INCIDENTS/ ENFORCEMENT ACTION**

Please provide information showing the number and nature of RIDDOR reported incidents over the last 3 years.

How are accidents/ incidents reported and investigated within your Company?

How are near misses reported and investigated?

Has any Enforcement Authority (HSE or Local Authority) served an improvement or prohibition notice on your Company within the last 3 years?

If so, please provide details.

Has your Company been prosecuted for health and safety offences within the last 3 years? If so, please provide details.

**4. RISK ASSESSMENT**

Has your Company completed risk assessments for this type of work? If so, please provide examples of assessments.

Who is responsible for carrying out risk assessments on your work activities?

Please provide examples of method statements for this type of work.

**5. WORK ON SITE**

When working for the National Army Museum, will you use any sub-contractors? If so, how do you ensure that sub contractors will be suitable?

Who will be responsible for supervision on the site?

How do you intend to monitor the work of your employees, including sub-contractors, while they are working on our site?

If you intend to use any hazardous substances, have risk assessments been carried out? If so, please provide details:

How do you ensure that equipment brought onto site will be safe?

How will you ensure that any waste is suitably controlled and disposed?

**6 OTHER INFORMATION**

Please provide the names, addressees and contact telephone numbers for 3 references for organisations where you have carried out similar work

**Reference 1:**

Name:

Address:

Telephone Number/s:

     

**Reference 2:**

Name:

Address:

Telephone Number/s:

**Reference 3:**

Name:

Address:

Telephone Number/s:

**ANNEX E - Template for Pricing**

|  |  |  |
| --- | --- | --- |
| Drawing Sheet N0. | Element | Price |
|  |  |  |
| Supply of a sample showing method 1 |  | £ |
| Supply of a sample showing method 2 |  | £ |
| Manufacture of boards method 1 |  | £ |
| Manufacture of boards method 2 |  | £ |
| Installation of boards |  | £ |
| Protection of floor and site |  | £ |
| Engraving and supply of an individual board for the future, method 1 |  | £ |
| Engraving and supply of an individual board for the future method 2 |  | £ |
| Maintenance cost for boards |  | £ |
| Installation cost for an individual board in future |  | £ |