**Design and Build of a Glasshouse at Forest Research’s Northern Research Station (NRS)**

**Reference:** **CR2020/21/067**

Please complete the following.

# Tenderer’s details

|  |  |
| --- | --- |
| **Company/organisation name** |  |
| **Company/organisation’s principal address** |  |
| **Contact name** |  |
| **Contact email address** |  |
| **Contact telephone number** |  |
| **Registered company number** |  |
| **Registered charity number** |  |
| **Registered VAT number** |  |
| **Name of immediate parent company** |  |
| **Name of ultimate parent company** |  |
| **Please indicate your trading status** | Choose an item. |
| **Please indicate whether any of the classifications apply** | Choose an item. |

# Health and Safety

| **Question** | **Response** |
| --- | --- |
| Do you hold a current recognised Health and Safety accreditation with a Safety Schemes In Procurement (SSIP) member scheme?  If so, please provide name of accreditation and date of expiry  See [www.ssip.org.uk](http://www.ssip.org.uk) for details of approved member schemes. |  |
| **SECTION A**  If you have provided evidence of a recognised accreditation above you are not required to complete SECTION A; instead, please go to SECTION B. | |
| A1. Provide evidence of your health and safety policy including when it was last reviewed.  Your policy must be relevant to the nature and scale of your work and set out the responsibilities for Health & Safety management at all levels within the organisation. Your policy must have been reviewed in the last 2 years. |  |
| A2. What are the arrangements for health and safety management within your organisation and how are these arrangements are communicated to the workforce?  You should set out how your company discharges its duties under current Health & Safety legislation. |  |
| A3. Explain how your organisation obtains competent health and safety advice.  Your advisor must be able to provide general Health & Safety advice, and also advice relating to sector specific Health & Safety issues. |  |
| A4. Please provide evidence of your health and safety training arrangements.  For construction sector organisations who work under the CDM Regs, this will include training in relevant CDM duty holder roles such as principal contractors, contractors, designers or principal designers. |  |
| A5. Please provide evidence of your system for monitoring and reviewing your procedures. Include evidence monitoring and your management response.  This could be through formal audit or discussions/reports to senior managers. |  |
| A6. Please provide evidence showing how consultation on health and safety matters is carried out with your workforce. |  |
| A7. Please provide evidence showing the way in which you record and investigate accidents, incidents and near misses. Please include records of the last two incidents (with personal identifiable information redacted) and action taken to prevent recurrence. Where relevant also provide records of any enforcement action taken over the last five years, and what action was taken to put matters right. |  |
| A8. Please provide evidence showing how you ensure sub-contractors are competent including an example of a sub-contractor assessment you have carried out. Please also provide evidence showing how you monitor sub-contractor performance.  If you do not intend to use sub-contractors, please state this. |  |
| A9. Provide evidence to show how you co-ordinate your work with other interested parties and contractors. This might include, for example, construction phase plans, meeting notes, method statements, safe systems of work. |  |
| A10. Provide evidence of your approach to welfare provisions such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.  For CDM Principal Contractor organisations:  Provide evidence of compliance with Schedule 2 of the CDM Regulations 2015. |  |
| **SECTION B**  All tenderers, including those with an accreditation, must complete SECTION B | |
| B1. Provide details of the key roles that will work on this contract and give details of the relevant qualifications, knowledge, skills and experience they have. |  |
| B2. Provide evidence showing how you identify significant Health & Safety hazards and how the risks are controlled. You must include an example risk assessment relevant to nature and complexity of the work you are bidding for. |  |
| B3. Please state whether lone working will be required for this contract. If necessary, provide details of your approach to lone working and provide details of your process, methods, and frequency of review. You must explain how any lone working system you use is ‘fail-to-safe’. |  |
| B4. What steps are you taking to ensure you are meeting government guidelines for working safely during coronavirus (COVID-19). |  |
| **SECTION C**  This SECTION C must be completed by tenderers in the specific context of the CDM Regulations | |
| C1. Provide evidence demonstrating you have staff with the relevant qualifications, skills, knowledge, and experience of Health & Safety in construction.  For Principal Contractors this must include evidence of skills, knowledge and experience for undertaking the Principal Contractor role. |  |
| C2. Provide evidence showing how a suitable Construction Phase Health and Safety Plan is created prior to the start of works. You must include copy of a previously completed Construction Phase Health and Safety Plan that shows risks are appropriately managed. Your example must be relevant to nature and complexity of the work you are bidding for. |  |
| **SECTION D:**  This SECTION D must be completed by tenderers as Designers under the CDM Regulations | |
| D1. Provide evidence demonstrating you have staff with the relevant qualifications, skills, knowledge, and experience of Health & Safety in construction.  For Principal Designers this must include evidence of skills, knowledge and experience for undertaking the Principal Designer role. |  |
| D2. Provide evidence of how you approach hazard elimination and risk control, include evidence showing how you:   * Ensure co-operation and co-ordination of design work within the design team and with other designers/contractors * Consider the general principles of prevention when preparing or modifying a design with the first aim to eliminate risks or, if that is not possible, to reduce or control the risks. * Provide information about the risks arising from the design during construction, maintenance/cleaning and use of the building as a workplace i.e. residual risk. * Ensure that any structure which will be used as a workplace will meet the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations. |  |
| D3. How do you implement arrangements to meet the ‘Principal Designer’ or ‘Designer’ duties under the Construction (Design and Management) Regulations 2015?  Include evidence showing how you:   * Communicate with clients and make sure the client is aware of their duties. * Assist the client in identifying, obtaining, collating, and sharing pre-construction information * Co-ordinate designers e.g. evidence of written instructions, meeting minutes * Oversee design decisions * Communicate with the principal contractor * Manage design changes after appointment of the principal contractor and during the construction phase * Prepare and handover the Health & Safety file and the procedure the organisation has in place to ensure post project reviews are completed. |  |

# References

|  |  |  |
| --- | --- | --- |
| Please provide details of two contracts, from either the public or private sector, that are relevant to our requirement. Contracts should have been performed during the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information you have given | | |
| Name of customer organisation |  |  |
| Point of contact in customer organisation  Position in the organisation  E-mail address |  |  |
| Contract start date  Contract completion date  Approximate contract value |  |  |
| Brief description of the contract |  |  |

## Price

You are required to submit an itemised breakdown of your tendered price using the ‘Price List’ template enclosed with this ITT.

|  |  |  |
| --- | --- | --- |
| Please insert here **the total of the Prices** from the Price List | £ |  |

# Terms and Conditions

|  |  |
| --- | --- |
| Do you accept the NEC4 ECSC Conditions of Contract? | Yes / No |
| Please note that failure to agree to the Conditions of Contract may invalidate your tender submission.  Any issues with the Conditions of Contract must be raised before the deadline for submission of tender questions stated in the ITT letter. | |

# Enclosures

In addition to this Tender Response Form, tenderers to ensure the tender submission includes:

* The Contractor’s Contract Data
* The Contractor’s Offer
* Price List
* Programme.

# Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection and evaluation process to assess my organisation’s suitability to participate in this tender, and to determine which contractor(s) provide the most economically advantageous tender in accordance with the criteria set out in this ITT.

I am signing on behalf of **(***insert name of tenderer company /organisation).*

I understand that Forest Research may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

I understand Forest Research may assess the past performance of a contractor. Forest Research may consider any failure to discharge obligations under previous relevant contracts. Forest Research may also assess whether specified minimum standards for reliability for such contracts are met.

I understand that I must disclose if my organisation, Directors or partner or any other person who has powers of representation, decision or control has been convicted of any criminal offences.

The essence of selective tendering is that Forest Research will receive *bona fide* competitive tenders from all those tendering. In recognition of this principle, I certify that this is a *bona fide* tender, intended to be competitive, and that ‘we’ (I or any other person acting for on behalf of my organisation) have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I also certify that we have not done, and we undertake that we will not do so at any time before the hour and date specified for the return of this tender any of the following acts:

* communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium insurance quotations required for preparing the tender.
* enter any agreement with any other person whereby they will refrain from tendering or as to the amount of any tender to be submitted.
* offer or pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for this work any act or thing of the sort described above.

In this declaration the word “’person” includes any individual, partnership, association, or body either corporate or unincorporated; and “’any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

I also declare that there is no conflict of interest in relation to Forest Research’s requirement.

**COMPLETED BY**

Name:

Role in Organisation:

Date:

Signature: