Invitation to Tender for the Design and Construction of a Reed Bed at Scorton Landfill

**Contract Ref. YOR/AFT/006**

Issue Date: 15th May 2017

Closing Date & Time: 15th June 2017

|  |  |
| --- | --- |
| Yorwaste Limited  Mount View  Standard Way  Northallerton  DL6 2YD |  |

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# INFORMATION AND INSTRUCTIONS FOR SUPPLIERS

* 1. **OVERVIEW**

1.1.1 Yorwaste invite you to tender for the design and build of a reed bed at Scorton landfill, situated close to Scotch corner and Catterick Garrison. The non hazardous landfill closed in 2005 and had previously accepted municipal waste.

Leachate is currently tankered from site and Yorwaste are looking to provide a more sustainable treatment method by treating leachate via a reed bed and discharging into the nearby watercourse.

Site location is shown in Appendix 5 with the address:

Gatherley Road,

Catterick Bridge,

North Yorkshire,

DL10 7JD

1.1.2 The services are set out in the Specification.

The Company will hold site visits at each site on the date and times shown below.

Tuesday 23rd May : 9am – 11am & 2pm – 4pm

To arrange a site visit please contact Callum Duff .

[**callum.duff2@yorwaste.co.uk**](mailto:callum.duff2@yorwaste.co.uk)

1.1.3 The Company would look to award the contract in mid June 2017. An application for discharge consent will then be submitted to the Environment Agency. The reed bed is to be installed by the 31st March 2018.

1.1.4 The Company would like to reassure Suppliers that only the winning Supplier’s design would be utilised as part of the application for discharge consent. Any unsuccessful Supplier’s designs would be discarded and not used for any means by the Company.

* 1. **INDICATIVE PROCUREMENT TIMETABLE**
     1. The Company does not bind itself to accept any submission but every effort will be made to reach a decision on the award of the Contract. Suppliers should note that if the Company either decides not to accept any Quotes or to abandon the procurement process at any stage it will not be responsible for any costs which Suppliers may have incurred as a consequence of the Company’s decision.

1.2.2 The procurement is intended to follow the time-line below. Please note the Company reserves the right to amend this time-table if required.

|  |  |  |
| --- | --- | --- |
| 1 | Contract Notice sent for Publication | 15th May 2017 |
| 2 | Procurement Document made available | 15th May 2017 |
| 3 | Deadline for questions regarding the opportunity | 29th May 2017 12 noon |
| 4 | Deadline for receipt of Tenders | 13th June 2017 12 noon |
| 5 | Evaluation Period | 14th-15th June 2017 |
| 6 | Contract Awarded | 16th June 2017 |
| 7 | Contract Start | 19th June 2017 |

* 1. **SUBMISSION OF TENDER**

1.3.1 Tenders should be submitted via the ProContract procurement portal no later than: 12 Noon on 13th June 2027

1.3.2 Any queries regarding this procurement should be submitted via the ProContract portal no later than 12 Noon on 29th May 2017.

1.3.3 The Supplier’s attention is specifically drawn to the date and time for receipt of Quotes and **no submission after the closing date and time will be considered**.

* 1. **EVALUATION**

1.4.1 Suppliers will be asked a number of questions which will be a mix of information only

Scored and threshold please refer to the table below for further information.

1.4.2 Throughout the whole process, the Company reserves the right to seek clarifications from Suppliers, where this is considered necessary to achieve a complete understanding of the Tenders received.

|  |  |
| --- | --- |
| **Quality Questionnaire** | **Question Type** |
| 1. Supplier Information | Information only |
| 1. Financial Information | Threshold |
| 1. Relevant Experience & Contract Examples | Scored – 30% |
| 4.1. Project Specific | Scored – 5% |
| 4.2. Insurance | Threshold |
| 4.3. Compliance with equality legislation | Threshold |
| 4.4. Environmental Management – 1 | Threshold |
| 4.4. Environmental Management – 2 | Threshold |
| 4.4. Environmental Management – 3 | Scored – 5% |
| 4.5. Health and Safety – 1 | Threshold |
| 4.5. Health and Safety – 2 | Threshold |
| 4.5. Health and Safety – 3 | Threshold |
| 4.5. Health and Safety – 4 | Threshold |
| 4.5. Health and Safety – 5 | Scored – 5% |
| 4.5. Health and Safety – 6 | Scored – 5% |

1.4.3 The scored questions will be scored using the following scale of awarding marks between 0 and 10:

|  |  |
| --- | --- |
| **0** | **Completely unsatisfactory/unacceptable response**  No response to the question or serious deficiencies in meeting the required standards. |
| **1-2** | **Very poor response**  The response is barely compliant with a lot shortfalls in meeting the required standards. |
| **3-4** | **Poor response**  The response is partially compliant with some shortfalls in meeting the required standards. |
| **5-6** | **Acceptable response**  The response is compliant and meets the basic contract standards. Any concerns are only of a minor nature. |
| **7-8** | **Good response**  The response is fully compliant and clearly indicates a full understanding of the contract. The required standards consistently deliver all the required contract standards. |
| **9-10** | **Excellent response**  The response is fully compliant and indicates the ability to exceed the required standards of the contract. |

**1.5 SUPPLIER’S WARRANTIES**

1.5.1 All Suppliers shall keep their respective Quote valid and open for acceptance by the Company until the expiry of 90 days from the last date for the receipt of Quote.

**1.6 GENERAL INSTRUCTIONS**

1.6.1 Tenders must be submitted in accordance with the following instructions and conditions. Any Suppliers that do not comply with these instructions or conditions may have their bidrejected.

1.6.2 The Company reserves the right to disqualify any submission which is incomplete or not in accordance with paragraph 1.4.1 above.

1.6.3 Prospective Suppliers should be aware that canvassing (i.e. seeking the support of influential persons within the Company) will lead to disqualification.

1.6.4 The information that Suppliers give in response to the Tender forms part of the legal representations of the Suppliers organisation during the procurement process. Any findings of misrepresentation may result in any subsequent contract being terminated.

1.6.5 The Supplier’s written response to any information required by the Company will be taken into account in the evaluation of completing the Quote and if approved, will be binding but will not detract from the Specification or the Terms & Conditions.

1.6.6 **Suppliers are required to submit their Terms & Conditions as part of this Tender. Any Contract awarded will be done so on the Supplier’s Terms & Conditions**

**1.8 INFORMATION, COSTS & EXPENSES**

1.8.1 The Supplier is responsible for obtaining all information necessary for the preparation of its submission and all costs expenses and liabilities incurred by the Supplier in connection with the preparation and submission of the Tender will be borne by the Supplier.

1.8.2 Suppliers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since Suppliers will be required to hold these or withdraw their Quote in the event of errors being identified after the submission of Quote.

1.8.3 If a Supplier fails to provide fully for the requirements of the Specification in the Quote it must either:

(a) absorb the costs of meeting the full requirements of the Specification within its Quote price; or

(b) withdraw its Quote.

**1.9 RESEARCH AND INVESTIGATION**

1.9.1 The Supplier will be deemed for all purposes connected with the Quote and the Contract to have carried out all researches, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Quote.

1.9.2 The Supplier shall have no claim whatsoever against the Company in respect of such matters and in particular (but without limitation) neither the Company shall make any payments to the Supplier save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by any Company to the Supplier in respect of the scope of the Contract being different from that envisaged by the Supplier or otherwise. Information given in respect of current orders is given as a guide and the Company makes no warranty and accepts no liability as to the actual value or volume of orders to be placed with the Supplier.

**1.10 COMPLETING THE FORM**

**1.10.1** **Failure to complete the form as instructed may result in your Quote being rejected.**

1.10.2 Quotes must be submitted on this document, in Word format (unless otherwise specified), which must be duly completed and signed where appropriate.

1.10.3 When completing this document you may enlarge the answer boxes to ensure you have sufficient space to respond. **Please do not alter or amend the form in any other way**.

1.10.4 The form must be completed even if your organisation has previously worked with the Company. Also cross-referencing to previous submissions will not be sufficient.

1.10.5 **Please answer every question as instructed to do so**. Do not assume that the officers evaluating the form will know about your organisation or the work that you do, and answer the questions as fully as possible within any given constraints.

1.10.6 If the question does not apply to you please write N/A; if you don’t know the answer please write N/K. When posed with Yes / No questions please edit your answer as appropriate. All figures should be in full, i.e. £3,500,000 not £3.5 million and in GBP.

1.10.7 You may submit electronic or typed signatures. However, should you be successful, you will be required to resign all declarations that form part of the contract with an original signature.

**1.11 ACCEPTANCE OF QUOTE**

1.11.1 Any acceptance of a Quote by the Company will be in writing and communicated to the Supplier.

1.11.2 The Company will inform the Supplier of the acceptance of the offer by means of a formal letter accompanied by two copies of the contract document. The Supplier will be expected to sign and return the contract document to the Company who will duly sign and complete the contract and return one copy to the Supplier.

# SPECIFICATION

1. The reed bed shall:
   1. be required to treat between 15m3 of leachate from Phase 3 or Phase 10 per day;
   2. be able to operate and treat the required volumes in 1.1, 365 days per year;
   3. be able to treat the leachate strengths and concentration from Phase 3 and 10 which are shown in appendix 1.
   4. be designed and installed within the designated area, which is shown in the attached drawing titled SCO-DE00-Y1601-001E in Appendix 3
   5. Trial pits of the designated area are available in Appendix 4
2. The final effluent must meet the following specification guidelines and be suitable to discharge into the nearby water course. (please note, these are subject to change pending approval and issue of discharge permit from the Environment Agency):
3. COD-20mg/l
4. Ammonia-5mg/l
5. Suspended Solids-30mg/l
6. BOD-20mg/l
7. Fe-1mg/l
8. If instructed to do so by the Company, the Contractor shall:
   1. acquire a discharge consent from the Environment Agency; and/or
   2. acquire planning permission if required; and/or
   3. acquire a permit variation if required.
9. The Contractor shall use where best, the current infrastructure already available on site.
10. The design and build must have CQA approval.
11. The Contractor shall have scientific justification of the chosen treatment method.
12. The Contractor shall use the Company’s own or locally sourced material where available.
13. The Contractor shall provide a warranty/guarantee on the reed bed to last no longer than three years following completion of the installation.
14. The reed bed must be constructed and operational before the 31st of March 2018

# Standard Questionnaire

**Potential Supplier Information and Exclusion Grounds: Section 1 and Section 2**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Section 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

. **Design and Construction of a Reed Bed at Scorton Closed Landfill Site.**

**YOR/AFT/006**

**OPEN PROCEDURE**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. **Note for Contracting Authorities: The following paragraph is optional for inclusion if a decision has been made to request a self-declaration of the exclusion grounds from sub-contractors.** *All sub-contractors are required to complete Part 1.*
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Section 1: Potential supplier Information**

Please answer the following questions in full.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-3)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[4]](#footnote-4)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 3: Selection Questions**[[5]](#footnote-5)

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3** | **Economic and Financial Standing** | | |
|  | Question | Response | |
| **3.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | Yes ☐  No ☐ |
| (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 ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes ☐  No ☐ |
|  | (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 ☐  No ☐ |
| **3.2** | 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 ☐  No ☐ |

|  |  |  |
| --- | --- | --- |
| **Section 4** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | |
| **Name of organisation** | |  |
| **Relationship to the Supplier completing these questions** | |  |

|  |  |  |
| --- | --- | --- |
| **4.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| **4.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| **4.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

|  |  |
| --- | --- |
| **Section 5** | **Technical and Professional Ability** |
| **5.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts , in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3  ***Scored 30%*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** | |  |  |  |
| **Point of contact in the organisation** | |  |  |  |
| **Position in the organisation** | |  |  |  |
| **E-mail address** | |  |  |  |
| **Description of contract** | |  |  |  |
| **Contract Start date** | |  |  |  |
| **Contract completion date** | |  |  |  |
| **Estimated contract value** | |  |  |  |
| **5.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) | | | |
|  |  | | | |

|  |  |
| --- | --- |
| **5.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Section 6** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **6.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **6.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide the relevant url …  No ☐  Please provide an explanation |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

|  |  |
| --- | --- |
| **Section 8** | **Project Specific Questions** |
|  |  |
| a | Please provide a design for the reed bed installation. Using the supplied Specification, Suppliers are required to submit a design for evaluation.  ***Scored 5%*** |
| b | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If the investigation upheld the complaint against your organisation, please use an Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Company's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.  *Threshold* |
| *c* | If you use sub-contractors, do you have processes in place to check whether any of these organisation have been convicted or had a notice served upon them for infringement of environmental legislation.  *Threshold* |
| d | Does your organisation have a documented Environmental Management System which is currently independently certificated toa recognised standard such as ISO14001?. Please briefly explain the system your organisation has in place and how it is audited  ***Scored 5%*** |
| e | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements  *Threshold* |
| f | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?.  If your answer to this question was "yes", please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  The Company will exclude Supplier(s) that have been in receipt of enforcement/remedial action orders unless Supplier(s) can demonstrate to the Company's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.  *Threshold* |
| g | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  *Threshold* |
| h | Does your organisation currently hold any HSE Approved SSIP health and safety accreditations, such as CHAS or Safecontractor?  *Threshold* |
|  | Please enclose a copy of your current health and safety policy statement.  *Threshold* |
| i | Please provide example risk assessments used on similar contracts  ***Scored 5%*** |
| j | Please provide experience of successfully managing CDM Projects  ***Scored 5%*** |
|  |  |

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| a. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Y/N  Employer’s (Compulsory) Liability Insurance = £10 million  Public Liability Insurance = £10 million  Professional Indemnity Insurance = £x  Product Liability Insurance = £x  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

PRICING SCHEDULE

The cost for the design and installation of a reed bed at the Scorton Closed Landfill Site (incl. a guarantee for a maximum of three years) is as per the table below.

|  |
| --- |
| **Price** |
|  |

# CONTRACT ACCEPTANCE

Contract for the Design and Construction of a Reed Bed at Scorton Closed Landfill Site

To Yorwaste Limited

I/we the undersigned DO HEREBY UNDERTAKE to provide the Goods and or Services upon and subject to the terms and conditions set out, Specification, and the pricing and rates contained in the pricing schedule and other documents as are contained or incorporated herein.

Signature ...............................................................

*Duly authorised agent of the Supplier*

(Electronic/typed signatures are acceptable)

Position held ...............................................................

Name and Address ...............................................................

of Supplier

...............................................................

...............................................................

...............................................................

Dated ..............................................................

It must be clearly shown whether the Supplier is a Limited Company, Corporation, Partnership, or Single Individual, trading in his own or another name, and also if the person signing is not the actual Supplier, the capacity in which he signs or is employed.

*Note – Electronic signatures or typed names are acceptable. In the event that your organisation is successful you will be required to resign this form with an original signature*

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)