## Reference Contract Document

## Suppliers should complete a new annex document for each survey or test you wish to be considered for.

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| Section 6 - Technical and Professional Ability | |
| 6.1 | Relevant experience and contract examples.  Suppliers must submit reference contracts that demonstrate they have undertaken all the survey and test work the Supplier is registering for. A single reference contract may be submitted to demonstrate a Supplier has undertaken more than one type of survey or test, this must be made clear. At least one reference contract must demonstrate the Supplier has carried out work in a highways environment (such as Highways Agency, Highways England, or local Highways authorities), or Network Rail environment, or similar. Reference contracts must have been completed within the last 3 years or have been ongoing for at least 12 months.  Where the nature of a survey or test is laboratory based and therefore does not require the Supplier to undertake the testing in a highways environment, or Network rail environment or similar, the Supplier should submit reference contracts that demonstrate they have undertaken all the survey and test work they are registering for. Reference contracts must have been completed within the last 3 years or have been ongoing for at least 12 months.  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 |

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| Reference Contracts | | |
| Reproduce this Table for each reference contract submitted | | |
| Name of customer organisation | |  |
| Name of Contract | |  |
| Point of contact in the customer organisation | |  |
| Position in the organisation | |  |
| E-mail address | |  |
| Contract Start date | |  |
| Contract completion date | |  |
| Estimated contract value | |  |
| Description of contract in no more than 500 words, including evidence as to your technical capability in this market. | | |
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| 6.2 | 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) | |
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| 6.3 | 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. |
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# registration questionnaire evaluation process

## Important Notice

Highways England will exclude a Supplier who is guilty of serious misrepresentation in providing any information referred to within the Public Contracts Regulations 2015 or who fails to provide any such information requested by us.

## Section 6 - Technical and Professional Ability

The assessment of Technical and Professional Ability will be based on the information supplied in the Reference Contracts. Customer organisations may be contacted to verify information.

If a Supplier does not submit a reference contract that demonstrates they have undertaken the survey or testing work they are registering for they will Fail for that area work.

If a Supplier does not submit at least one reference contract that demonstrates the Supplier has carried out work in a highways environment (such as Highways Agency, Highways England, or local Highways authorities), or Network Rail environment, or similar they will Fail for all work areas.

If a reference contract has not been completed within the last 3 years or have been ongoing for at least 12 months the Supplier will Fail for those work areas.