#### Contract Tender Questionnaire

Dear Sir/Madam

As part of the Environment Agency’s commitment to Health, Safety and Environmental compliance, please complete the following questionnaire and return with your tender. All attachments must be clearly referenced to the relevant question. Failure to return the questionnaire will void your tender.

The Environment Agency may ask for further details, and where necessary further evidence of the information given.

**Outline of this document**

Section 1: About the contract.

Section 2: About you. All Suppliers

Section 3: Specific arrangements for this project

Section 4: Declaration.

Section 5: Managing Risk.

ISO Accreditations.

Managing Health and Safety risk – unless ISO1800 accredited Non-framework

Managing Environmental risk - unless ISO 14001 accredited Suppliers

**Contract Tender Questionnaire**

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| --- | --- | --- | --- |
| 1. About the contract **2.About You** | | Name/ Reference of Contract or Work  Location  Nature of works (brief description)  Company Name  Address  Email  Telephone  Contact Name and Position  We are currently part of an EA framework  If yes, which framework  EA Framework Manager | |
|  | |  | |
|  |  | | | |
| 3.Arrangements for this contract | | | **Please provide details of:-**   1. Supervision arrangements. Including brief CV if appropriate. 2. Significant plant or equipment to be used and records of statutory inspection. 3. Significant risks to your staff and how they will be managed. 4. COSHH assessments (NOT data sheets) for any hazardous substances you intend to use, or which will be produced by the work. 5. Welfare requirements and how they will be provided. 6. Any specific risks to Environment Agency staff, or members of the public and how you will control them. 7. How will you manage environmental risk? 8. How will you maximise the sustainability of materials used? 9. How will you manage waste on this contract? | | |

**4. Declaration**

I confirm that the answers given are accurate. I understand that I may be asked to provide further information in support of the answers given.

Signed 

Name 

Position 

Date 

**IF YOU ARE A CURRENT FRAMEWORK CONTRACTOR NO FURTHER INFORMATION IS REQUIRED.**

**Section 5: Non Framework Contractors Only.**

**!** The Environment Agency expects, as a minimum, that contractors meet all legal health safety and environment standards.

|  |  |
| --- | --- |
| Management Systems | 1. Are you ISO 9001 accredited?  * *if yes attach copy of certificate*  1. Are you ISO14001 accredited  * *If yes attach copy of certificate and last surveillance report. Skip managing environmental risk questions.*  1. Are you ISO18000 accredited  * *If yes attach copy of certificate and last surveillance report. Skip managing safety questions.* |
| Not required if you are ISO18000 accredited. | **Please provide evidence of:-**   1. Experience and competence in this kind of work, and associated health and safety risks 2. Public / third party liability and employers liability insurance. 3. Membership of any trade or professional organisations. 4. Training and qualifications of staff and any contractors to be used on Environment Agency work 5. Your competent advisor for health and safety. State whether an employee or external consultant. 6. Your arrangements for supplier selection and management **If** you intend to subcontract part of your service. 7. Your arrangements for monitoring safety and health. |
| Managing Environmental RiskNot required if you are ISO14000 accredited. | **Please attach evidence/details of:-**   1. Experience and competence in this kind of work, and associated environmental risks. 2. Your competent advisor for environmental management. State whether an employee or external consultant 3. Your arrangements for monitoring environmental performance and reporting near misses and incidents. 4. If applicable, details of environmental permits and registrations e.g. licensed waste carrier 5. Key examples of how your environment policy is enacted. |