[](http://www.bchg.co.uk/)

Selection Questions – Response Template

Invitation to Tender: Window and Door Replacement

Submission Deadline: 16th August 2022

**Scored Selection Questions**

**Q1**

|  |
| --- |
| **Project Delivery and Management** |
| Please give a brief overview of the Project Delivery and Management of window and door Installations to occupied properties. Your response should include details on:   * Survey Arrangements * Customer communication * Scheduling Appointments * Quality Assurance * Supply chain * Health and Safety |

|  |
| --- |
| **(Max 600 Words)** |
|  |

**Q2**

|  |
| --- |
| **Contract Management Experience** |
| Please give details of your proposal to program monitor and successfully deliver this contract your response should include details on:   * Contract management * Structure to ensure delivery * Document management and retention * Back-office function (finance, contract support, invoicing etc) * KPI Management and reporting arrangements |

|  |
| --- |
| **(Max 600 Words)** |
|  |

**Q3**

|  |
| --- |
| **Quality Control** |
| Please give an overview of your quality control arrangements for this contract your response should include:   * Compliance * Auditing * Defects * Accreditation |

|  |
| --- |
| **(Max 600 Words)** |
|  |

**Q4**

|  |
| --- |
| **Health and Safety** |
| Please provide details for the compliance arrangement of this contract your response should include:   * Asbestos Awareness * Working at Heights * Building Regulations * Risk Management * Maintaining accreditation FIRAS * Toolbox Talks |

|  |
| --- |
| **(Max 600 Words)** |
|  |

**Q5**

|  |
| --- |
| **Social Value** |
| BCHG is committed to social value and investment in its communities. Alongside our own internal procedures, BCHG are keen to embrace innovative methods which could deliver social value and investment in its communities linked to your core business and staff skill sets.  Having given due consideration to the contract and the specification please provide a response setting out what social value offerings you would be committed to provide under this contract without increasing costs. Examples to evidence and substantiate your response are encouraged. |

|  |
| --- |
| **(Max 600 Words)** |
|  |

**Contact details and final declaration**

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of [Insert Name of Organisation].

I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

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

The following appendices form part of our submission:

|  |  |
| --- | --- |
| **Section of SQ** | **Appendix number** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **SQ completed by** | |
| Name |  |
| Role in organisation |  |
| Date |  |
| Signature  (electronic is acceptable) |  |

Appendix 1: Selection Questions Appendices Template

|  |  |
| --- | --- |
| **Section of SQ** | **Question number** |
|  |  |