



ASHFORD
BOROUGH COUNCIL

SUITABILITY ASSESSMENT QUESTIONNAIRE (SAQ)

for

CONSTRUCTION RELATED PROCUREMENT

Based on: PAS 91: 2013

The Government sponsored sets of questions for use in pre-qualification for construction tendering.*

ASHFORD BOROUGH COUNCIL

Renewal of Fascia, Soffit and Rainwater Goods – 24 Units – Cygnet Way and Engineers Court, Ashford, Kent

Contract No. GUTS/19/1

*Question numbers in **white text in shaded cells** in the left hand column are PAS 91 question numbers.

For this project, we have chosen to use **Constructionline**, the Government's register of pre-qualified contractors and consultants. If you are already a member of **Constructionline** you can provide us with your registration number and then skip the core questions C1, C2, C3, C4, O1, O2, O3 and O4 and **go straight to the project-specific supplementary questions at the end.**

www.constructionline.co.uk

Section 1.1 For Constructionline members only:

Name of Company		Registration Number	
Constructionline work category relevant to this project:		Relevant recommended contract (notation) value	
Address			
Contact Details for enquiries	Title:	Mr	
		Mrs	
		Ms	
		Other	
	Forename:		
	Family name:		
	Job title:		
	E-mail:		
	Tel number:		Fax number:

Core Question Module C1: Supplier identity, key roles and contact information

You must provide all the information in this section. Scoring: INFORMATION ONLY

Q Ref	Information Required	Description of supporting information expected, which will be taken into account in assessment.
C1-Q1	Name of legal entity or sole trader	
	Trade name, if different from above	
C1-Q2	Registered Office address	
		Town:
		County:
		Post Code:
C1-Q3	Contact Details for enquiries	Title: Mr Mrs Ms Other
		Forename:
		Family name:
		Job title:
		E-mail:
		Tel number:
		Fax number:
	Head office or trading office if different from that of registered office	
		Town:
		County:
		Post Code:
C1-Q4	Registration number if registered with Companies House or equivalent	Companies House:
		Equivalent Body:
C1-Q5	Charity Registration number	

	Date of incorporation	
	Date business was set up	
C1-Q6	VAT registration number (if applicable)	
C1-Q7	Name of immediate parent company	
C1-Q8	Name of ultimate parent company	
	Name of company I currently own	
	Name of company I have a common director/partner with	
C1-Q9	Type of organisation	<div> <div>PLC</div> <div><input type="checkbox"/></div> <div>Limited company</div> <div><input type="checkbox"/></div> <div>LLP</div> <div><input type="checkbox"/></div> <div>Other partnership</div> <div><input type="checkbox"/></div> <div>Sole trader</div> <div><input type="checkbox"/></div> <div>Other (please specify):</div> <div><input type="checkbox"/></div> </div>
	Does your company have any branch offices	
	<p>Directors and Partners</p> <p>Please give details of the following:</p> <p>Sole traders, partnerships, LLPs –all those with a financial interest.</p> <p>Ltd and Plc companies – directors, the company secretary and anyone who holds more than 20% of the paid-up share of loan capital.</p>	
	<div> <div>Owner</div> <div><input type="checkbox"/></div> </div> <div> <div>Partner</div> <div><input type="checkbox"/></div> </div> <div> <div>Director</div> <div><input type="checkbox"/></div> </div> <div> <div>Company Secretary</div> <div><input type="checkbox"/></div> </div>	<div> <div>Title:</div> <div></div> <div>Forename:</div> <div></div> </div> <div> <div>Family name:</div> <div></div> </div> <div> <div>Position:</div> <div></div> </div> <div> <div>D.o.B:</div> <div></div> <div>Private post code:</div> <div></div> </div>
	Industry-related qualifications	
	Membership of professional organisations	
	<div> <div>Owner</div> <div><input type="checkbox"/></div> </div> <div> <div>Partner</div> <div><input type="checkbox"/></div> </div> <div> <div>Director</div> <div><input type="checkbox"/></div> </div> <div> <div>Company Secretary</div> <div><input type="checkbox"/></div> </div>	<div> <div>Title:</div> <div></div> <div>Forename:</div> <div></div> </div> <div> <div>Family name:</div> <div></div> </div> <div> <div>Position:</div> <div></div> </div> <div> <div>D.o.B:</div> <div></div> <div>Private post code:</div> <div></div> </div>
	Industry-related qualifications	
	Membership of professional organisations	
	<div> <div>Owner</div> <div><input type="checkbox"/></div> </div> <div> <div>Partner</div> <div><input type="checkbox"/></div> </div> <div> <div>Director</div> <div><input type="checkbox"/></div> </div> <div> <div>Company Secretary</div> <div><input type="checkbox"/></div> </div>	<div> <div>Title:</div> <div></div> <div>Forename:</div> <div></div> </div> <div> <div>Family name:</div> <div></div> </div> <div> <div>Position:</div> <div></div> </div> <div> <div>D.o.B:</div> <div></div> <div>Private post code:</div> <div></div> </div>
	Industry-related qualifications	
	Membership of professional organisations	

Core Question Module C2: **Financial Information**

Please confirm that you can provide evidence of the information requested in this section.

If your company is shortlisted for tender, we may ask you to provide this information. If asked to provide then the information will be scored PASS/FAIL

Scoring: PASS/FAIL **Please see Appendix 2: Financial Assessment Criteria for explanation of our calculations.**

Q Ref	Information required	Description of information expected, which will be taken into account in assessment.	Confirm if evidence can be provided
C2-Q1	Accounts: <i>Please select the one organization description that most closely matches your organization and provide information accordingly.</i>		
C2-Q1-1	Financial information for a start-up business that has not reported accounts to the Revenue or Companies House.	<ul style="list-style-type: none"> • Turnover forecast • Opening balance sheet that includes: <ul style="list-style-type: none"> - Initial loan from directors/owners to start the business - Fixed assets, i.e. motor vehicles, specialized tools, computer programmes and computer equipment used to help the business function. • Management accounts 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
C2-Q1-2	Accounts for an unincorporated business (sole traders and partnerships).	<p>Sole Traders or Partnerships</p> <ul style="list-style-type: none"> • Profit and loss sheet • Balance sheet • Notes to the accounts <p>OR</p> <p>Sole Trader</p> <ul style="list-style-type: none"> • Self employment section of the Self Assessment Tax Return, that shows the <ul style="list-style-type: none"> - Accounts Year End date - Business income - Net profit/loss • The current forms as per HMRC are Self Assessment Tax Return (SA100). If you file returns by paper, you will also need to complete: <ul style="list-style-type: none"> - SA103S if the turnover is below £73,000 - SA103F if the turnover is above £73,000 <p>Partnership</p> <ul style="list-style-type: none"> • The Partnership Self Assessment Tax Return that shows the <ul style="list-style-type: none"> - Accounts Year End date - Business income - Net profit/loss. • The current forms as per HMRC are: <ul style="list-style-type: none"> - Self Assessment Tax Return (SA100) - Partnership Supplementary Pages (SA104) - Nominated Partnership Return (SA800) <p>If you file your returns by paper, you will also need to complete:</p> <ul style="list-style-type: none"> - SA103S if the turnover is below £73,000 - SA103F if the turnover is above £73,000 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

C2-Q1-3	Accounts for a small company or limited liability partnership with a turnover of below the audit threshold (currently £6.5 million) that is not required to prepare audited accounts.	<p>A full and final set of accounts including:</p> <ul style="list-style-type: none"> • Profit and loss • Balance sheet • Notes to the accounts • Audit report (if audited) or the Accountants' Certificate <p>Abbreviated or draft accounts are not acceptable.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
C2-Q1-4	Accounts for a medium to large incorporated entity and all other organisations that are required to prepare audited accounts.	<p>A copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two year period of trading or, if trading for less than two years, the period that is available.</p> <p>The accounts we require are sometimes described as 'full' accounts, which distinguishes them from 'abbreviated'. The latter do not include the profit and loss page that details turnover and profit before tax.</p> <p>Abbreviated accounts are not acceptable.</p> <p>Full accounts include:</p> <ul style="list-style-type: none"> • Director's report • Profit and loss • Balance sheet • Notes to the accounts. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Preferred minimum contract value £		Preferred maximum contract value £	

Please confirm that you can provide evidence of the information requested in this section.
If your company is shortlisted for tender, we may ask you to provide this information. If asked to provide then the information will be scored PASS/FAIL

C2-Q2	Insurance statement and Certificates	<i>Please give details of all insurances your business holds and send us a copy of each certificate and schedule. E.g. a warranty to cover product quality or debtors book cover. We do not need to know about car or building insurance.</i>			
C2-Q2-1	Employers' Liability insurance	Insurer			
		Policy number			
		Limit of indemnity		Excess	
		Limit for a single event			
		Expiry date			
C2-Q2-2	Public liability insurance	Insurer			
		Policy number			
		Limit of indemnity		Excess	
		Limit for a single event			
		Expiry date			
C2-Q2-3	Professional Indemnity Insurance (Where consultancy input involved)	Insurer			
		Policy number			
		Limit of indemnity		Excess	
		Limit for a single event			
		Expiry date			
	All Risks	Insurer			
		Policy number			
		Limit of indemnity		Excess	
		Limit for a single event			
		Expiry date			
	Other specialist business related insurance	Insurer			
		Policy number			
		Limit of indemnity		Excess	
		Limit for a single event			
		Expiry date			

Please confirm that you can provide evidence of the information requested in this section.
If your company is shortlisted for tender, we may ask you to provide this information. If asked to provide then the information will be scored PASS/FAIL

Core Question Module C3: Business and professional standing			
You must answer these questions. Responses will be taken into account as part of the assessment process			
Scoring: PASS/FAIL			
Q Ref	Core question	Yes	No
C3-Q1	<p>Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them? Please provide details. Responses will be taken into account in assessing the outcome of this prequalification application where the circumstances of the judgement are pertinent to anticipated future projects or services. They will not necessarily constitute a reason for rejection.</p> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
C3-Q2	<p>If your company or any of its Directors and/ or Executive Officers are the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, then have all claims during the last three years been properly notified in accordance with the suppliers Product Liability Insurance policy requirements and been accepted by insurers? Please provide details of action and confirmation, with references of the relevant notification and insurer acceptances.</p> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
C3-Q3	<p>Has your company or any of its Directors and Executive Officers been in receipt of enforcement/remedial orders that are still unresolved (such as those in relation to: Environmental Agency or Office of Rail Regulation enforcement), in the last three years?</p> <p><i>If yes, please supply details</i></p> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
	Mandatory reasons for exclusion		
1	Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences		
1(a)	Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council	<input type="checkbox"/>	<input type="checkbox"/>

	Framework Decision 2008/841/ JHA on the fight against organised crime;		
1(b)	Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;	<input type="checkbox"/>	<input type="checkbox"/>
1(c)	The common law offence of bribery;	<input type="checkbox"/>	<input type="checkbox"/>
1(d)	Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;	<input type="checkbox"/>	<input type="checkbox"/>
1(e)	Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
1(e) i	The offence of cheating the Revenue;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) ii	The offence of conspiracy to defraud;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) iii	Fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) Order 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) iv	Fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) v	Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) vi	An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) vii	Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) viii	Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	<input type="checkbox"/>	<input type="checkbox"/>
1(e) ix	The possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;	<input type="checkbox"/>	<input type="checkbox"/>
1(f)	Any offence listed—		
1(f) i	In section 41 of the Counter Terrorism Act 2008; or	<input type="checkbox"/>	<input type="checkbox"/>
1(f) ii	In Schedule 2 to that Act where the court has determined that there is a terrorist		

	connection;	<input type="checkbox"/>	<input type="checkbox"/>
1(g)	Any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by questions 1(f)(i) - 1(f)(ii);	<input type="checkbox"/>	<input type="checkbox"/>
1(h)	Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;	<input type="checkbox"/>	<input type="checkbox"/>
1(i)	An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996	<input type="checkbox"/>	<input type="checkbox"/>
1(j)	An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;	<input type="checkbox"/>	<input type="checkbox"/>
1(k)	An offence under section 59A of the Sexual Offences Act 2003;	<input type="checkbox"/>	<input type="checkbox"/>
1(l)	An offence under section 71 of the Coroners and Justice Act 2009	<input type="checkbox"/>	<input type="checkbox"/>
1(m)	An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or	<input type="checkbox"/>	<input type="checkbox"/>
1(n)	Any other offence within the meaning of Article 57(1) of the Public Contracts Directive—	<input type="checkbox"/>	<input type="checkbox"/>
1(n) i	As defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or	<input type="checkbox"/>	<input type="checkbox"/>
1(n) ii	Created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.	<input type="checkbox"/>	<input type="checkbox"/>
1(o)	<p>Self-cleaning</p> <p>If you have answered 'Yes' to any of the mandatory reasons for exclusion questions, can you please provide a summary of the circumstances and any remedial action that has taken place subsequently and effectively 'self-cleans' the situation referred to.</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
1(p)	<p>Non-payment of taxes</p> <p>Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>If you have answered Yes to this question, please provide further details. Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
	Discretionary reasons for exclusion		
2	Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.		
2(a)	Your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;	<input type="checkbox"/>	<input type="checkbox"/>
2(b)	Your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;	<input type="checkbox"/>	<input type="checkbox"/>
2(c)	Your organisation is guilty of grave professional misconduct, which renders its integrity questionable;	<input type="checkbox"/>	<input type="checkbox"/>
2(d)	Your organisation has entered into agreements with other economic operators aimed at distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
2(e)	Your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;	<input type="checkbox"/>	<input type="checkbox"/>
2(f)	The prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;	<input type="checkbox"/>	<input type="checkbox"/>
2(g)	Your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;	<input type="checkbox"/>	<input type="checkbox"/>
2(h)	Your organisation—	<input type="checkbox"/>	<input type="checkbox"/>
2(h) i	Has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or	<input type="checkbox"/>	<input type="checkbox"/>
2(h) ii	Has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or		

		<input type="checkbox"/>	<input type="checkbox"/>
2(i)	Your organisation has undertaken to	<input type="checkbox"/>	<input type="checkbox"/>
2(i) i	Unduly influence the decision-making process of a contracting authority, or	<input type="checkbox"/>	<input type="checkbox"/>
2(i) ii	Obtain confidential information that may confer upon your organisation undue advantages in a procurement procedure; or	<input type="checkbox"/>	<input type="checkbox"/>
2(j)	Your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<input type="checkbox"/>	<input type="checkbox"/>
2(k)	<p>Self-cleaning</p> <p>If you have answered 'Yes' to any of the discretionary reasons for exclusion questions, can you please provide a summary of the circumstances and any remedial action that has taken place subsequently and effectively 'self-cleans' the situation referred to.</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
Additional Bribery Act questions		Yes	No
3	<p>Have you carried out a risk assessment to consider whether your organisation is at risk of bribery?</p> <p><i>If 'yes', please provide details.</i></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Do you have a bribery prevention policy/procedure in line with the Bribery Act 2010? [(You do not need to do this if there is no risk of bribery on your behalf)]</p> <p><i>If 'yes', please provide details.</i></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
5	Have you a procedure for communicating this policy throughout your organisation 'from the top down' and also to others who will perform services for you?	<input type="checkbox"/>	<input type="checkbox"/>

	<p><i>If 'yes', please provide details.</i></p> <div></div>		
6	<p>Does your policy/procedure include staff training regarding the requirements of the Bribery Act?</p> <p><i>If 'yes', please provide details.</i></p> <div></div>	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Does your policy/procedure include monitoring and review of bribery risk?</p> <p><i>If 'yes', please provide details.</i></p> <div></div>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Working in the UK		Yes	No
8	<p>Has your company or your subcontractors been the subject of court action under the Immigration, Asylum and Nationality Act 2006 (amendment 2008)</p> <p><i>If 'yes', please provide details.</i></p> <div></div>	<input type="checkbox"/>	<input type="checkbox"/>
9	<p>Do you make checks to verify all workers are entitled to work in the UK?</p> <p><i>If 'yes', please provide details.</i></p> <div></div>	<input type="checkbox"/>	<input type="checkbox"/>

10	<p>Do you have a policy/statement that sets out the steps your organisation has taken during the financial year to ensure that slavery and human trafficking is not taking place in any of your supply chains or in any part of your own business.</p> <p><i>If 'yes', please provide details.</i></p> <div style="border: 1px solid black; height: 100px; width: 650px; margin-top: 10px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
11	Do you have a criminal record checking procedure in place for your employees and sub contractors?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>

4 Staffing, Licenses and Accreditations <i>You must provide the information requested in this section</i> <i>Scoring: INFORMATION ONLY</i>	
Staff details for consultants, suppliers and contractors.	
Total number of directly paid staff on PAYE?	
Total number of sub-contracted staff in your company?	

Licenses, accreditations and certification						
Does your business hold any licences, accreditations or certificates for specific categories and sectors (for example, asbestos licence or Gas Safe registration? You must enclose a copy with this application.)						
Type	Issuing Authority	Licence number	Start Date	Expiry Date	Can evidence be provided ?	
					Yes	No
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Professional Body, trade association or federation membership						
Is your company accredited by, or a full member of, any trade association or federation?					Yes: <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please say which below. Give the full title in all cases. You must enclose copies of membership certificates.						
Name of organisation (in full)						
Acronym		Type of membership				
Website address		Start date of membership		End date of membership		
Registration or membership number (if applicable)		Have you enclosed a copy of your membership certificate?			Yes: <input type="checkbox"/>	No <input type="checkbox"/>
Name of organisation (in full)						
Acronym		Type of membership				
Website address		Start date of membership		End date of membership		
Registration or membership number (if applicable)		Have you enclosed a copy of your membership certificate?			Yes: <input type="checkbox"/>	No <input type="checkbox"/>
Name of organisation (in full)						
Acronym		Type of membership				
Website address		Start date of membership		End date of membership		
Registration or membership number (if applicable)		Have you enclosed a copy of your membership certificate?			Yes: <input type="checkbox"/>	No <input type="checkbox"/>

Please confirm that you can provide evidence of the information requested in this section.

If your company is shortlisted for tender, we may ask you to provide this information. If asked to provide then the information will be scored PASS/FAIL

Core Question Module C4: Health and Safety Policy and Capability You must provide all the information in this section. Scoring: PASS/FAIL				
C4-Q1	Exemptions: If your organisation meets the criteria below and you can provide supporting evidence, you do not need to complete the following health and safety questions. <ul style="list-style-type: none"> You have within the last twelve months, successfully completed a third-party assessment with a scheme which is a registered member of Safety Schemes in Procurement (SSIP). Or You hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001. 			
	Are you claiming exemption?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	What is the name of the scheme/certificate?
	Are you providing a copy of the certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Q Ref	Question			Response
C4-Q3	Please demonstrate that you have a policy and organisation for health and safety (H&S) management? You are expected to have and implement an appropriate policy, regularly reviewed and signed off by the Managing Director or equivalent. The policy must be relevant to the nature and scale of your work and set out the responsibilities for health and safety management at all levels within the organisation			
	Can you provide evidence?			Yes <input type="checkbox"/> No <input type="checkbox"/>
C4-Q6	Please demonstrate that you have a policy and process for providing your workforce with training and information appropriate to the type of work for which your organization is likely to bid. You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties as contractors, designers or CDM coordinators. You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good health and safety practice. This applies throughout the organisation - from Board or equivalent, to trainees.			
	Can you provide evidence?			Yes <input type="checkbox"/> No <input type="checkbox"/>
	Can you provide evidence?			Yes <input type="checkbox"/> No <input type="checkbox"/>

C4-Q12	<p>Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?</p> <p>You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements.</p> <p>The identification of health issues is expected to feature prominently in this system.</p>			
		Can you provide evidence?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q13	<p>Do you have arrangements/procedures for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)</p> <p>You should be able to illustrate how co-operation and co-ordination of your work is achieved in practice, and how you involve the workforce in drawing up method statements/safe systems of work.</p>			
		Can you provide evidence?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q14	<p>Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees</p> <p>You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.</p>			
		Can you provide evidence?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>
Designers	<p>Do you have, and implement, arrangements/procedures for meeting your duties under Regulation 9 of CDM 2015?</p> <p>You should have, and implement, arrangements/procedures for meeting your duties under</p>			

	regulation 9 of CDM2015.		
	Can you provide evidence?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>
Principal Designers	<p>Do you have, and implement, arrangements/ procedures for meeting your duties under Regulation 11 of CDM 2015?</p> <p>You should have, and implement, arrangements/ procedures for meeting your duties under regulation 11 of CDM2015.</p>		
	Can you provide evidence?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>

PROJECT SPECIFIC QUESTIONS

Note: ALL CONTRACTORS WHO WOULD LIKE TO EXPRESS AN INTEREST IN THIS PROJECT ARE REQUIRED TO RESPOND IN FULL TO THESE QUESTIONS

The following questions carry a maximum score of 100% and are weighted and scored accordingly. Contractors will need to score a minimum of 60% to progress through to the next stage.

If using extra sheets please note the page limit for each question. Clearly state the question number on any additional pages used.

Score for Assessed Questions	Judgement
0	Statement is unsuitable and / or suggests unacceptable risk
2	Statement fails to meet requirements in a significant way
4	Statement fails to meet requirements in some way
6	Statement meets all the requirements (“par”)
8	Statement exceeds requirements and adds some value
10	Statement exceeds requirements and adds significant value

Q Ref	Project Specific		Yes	No
PS-Q1 20% Weighting	<p>Please give examples of how your company seeks to reduce the impact its operations has on the environment. Please detail any recycling processes and corporate company policy that you may have adopted to limit the amount of embodied energy in your end product.</p> <p><i>please provide details</i> enclosed</p> <div style="border: 1px solid black; height: 150px;"></div>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
PS-Q2 20% Weighting	<p>The work will be carried out in or on occupied properties. Bearing in mind that some tenants may be elderly or vulnerable, please provide information detailing how you would implement and manage a tenant liaison plan including details of who in your company would carry out this function.</p> <p><i>please provide details</i> enclosed</p> <div style="border: 1px solid black; height: 150px;"></div>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Q Ref	Project Specific	Yes	No
PS-Q3 20% Weighting	<p>Disputes are bound to arise from time to time. Different people have different expectations. Some peoples expectations could be considered (by others) to be unreasonable. How would you deal with on site conflict where it might be considered that a resident is being unreasonable or particularly demanding?</p> <p><i>please provide details</i> enclosed</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
PS-Q4 20% Weighting	<p>What long-standing (and preferably on-going) experience does your organisation have of working on occupied dwellings, owned and managed by Registered Social landlords?</p> <p><i>please provide details</i> enclosed</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
PS-Q5 20% Weighting	<p>What supervision and control practices do you employ to aspire to zero defects on projects?</p> <p><i>please provide details</i> enclosed</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Q Ref	Project Specific Questions																																																												
PS-Q6 Information Only	<u>Company Status</u> Please indicate <input checked="" type="checkbox"/> which category describes your organisation, (SME Status (Small, Medium Sized Enterprises) Voluntary/Community Sector)) and provide the relevant registration number if applicable Scoring: INFORMATION ONLY																																																												
	<table border="1"> <thead> <tr> <th colspan="5">SME Status (Small, Medium Sized Enterprises)</th> <th></th> </tr> <tr> <th>Enterprise Category</th> <th>✓</th> <th>Employees</th> <th>Annual Turnover</th> <th>or ↔</th> <th>Annual balance sheet total</th> <th>Registration number</th> </tr> </thead> <tbody> <tr> <td>Medium-sized</td> <td><input type="checkbox"/></td> <td>< 250</td> <td>≤ £36,861,527.16 (or €50 million)</td> <td>or ↔</td> <td>£31,689,725.94 (or €43 million)</td> <td></td> </tr> <tr> <td>Small</td> <td><input type="checkbox"/></td> <td>< 50</td> <td>≤ £7,372,305.43 (or €10 million)</td> <td>or ↔</td> <td>≤ £7,372,305.43 (or €10 million)</td> <td></td> </tr> <tr> <td>Micro</td> <td><input type="checkbox"/></td> <td>< 10</td> <td>≤ £ 1,473,940.74 (previously not defined)</td> <td>or ↔</td> <td>≤ £1,473,940.74 (previously not defined)</td> <td></td> </tr> <tr> <td>Voluntary Sector</td> <td><input type="checkbox"/></td> <td colspan="4"></td> <td></td> </tr> <tr> <td>Community Sector</td> <td><input type="checkbox"/></td> <td colspan="4"></td> <td></td> </tr> <tr> <td>None of the above</td> <td><input type="checkbox"/></td> <td colspan="4"></td> <td></td> </tr> </tbody> </table>						SME Status (Small, Medium Sized Enterprises)						Enterprise Category	✓	Employees	Annual Turnover	or ↔	Annual balance sheet total	Registration number	Medium-sized	<input type="checkbox"/>	< 250	≤ £36,861,527.16 (or €50 million)	or ↔	£31,689,725.94 (or €43 million)		Small	<input type="checkbox"/>	< 50	≤ £7,372,305.43 (or €10 million)	or ↔	≤ £7,372,305.43 (or €10 million)		Micro	<input type="checkbox"/>	< 10	≤ £ 1,473,940.74 (previously not defined)	or ↔	≤ £1,473,940.74 (previously not defined)		Voluntary Sector	<input type="checkbox"/>						Community Sector	<input type="checkbox"/>						None of the above	<input type="checkbox"/>					
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Honesty and Openness

The Prevention of Corruption Acts apply to all contracts that any government or public organisation enters into. The Acts make it a criminal offence to give or offer bribes or rewards to any employee of a government department or public organisation with the intention of influencing them in their duties. These offences could lead to the loss of the contracts, loss of future opportunities and prosecution under the Acts.

It is a criminal offence to knowingly supply false or fraudulent information.

I confirm that, as far as I know, the information I have given is accurate. I am not aware of any financial changes to the business or any other circumstances that could harm business stability.

Yes:

☐

To be signed by an authorised signatory

Name	
Date	
Position	
Telephone number	
Signature	

Have you provided all the documentary evidence/explanations required?