



ASHFORD
BOROUGH COUNCIL

SUITABILITY ASSESSMENT (SA)

Based on: PAS 91: 2013

ASHFORD BOROUGH COUNCIL

CHILMINGTON GREEN PUBLIC ART CONSULTANCY BRIEF

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

Section 1.1									
Name of Company					Registration Number				
Constructionline work category relevant to this project:					Relevant recommended contract (notation) value				
Address									
Contact Details for enquiries	Title:	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	
	Forename:								
	Family name:								
	Job title:								
	E-mail:								
	Tel number:					Fax number:			

Core Question Module C1: Supplier identity, key roles and contact information <i>You must provide all the information in this section. Scoring: INFORMATION ONLY</i>										
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	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>	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	PLC <input type="checkbox"/> Limited company <input type="checkbox"/> LLP <input type="checkbox"/> Other partnership <input type="checkbox"/> Sole trader <input type="checkbox"/> Other (please specify): <input type="checkbox"/>			
	Does your company have any branch offices				
	Directors and Partners <i>Please give details of the following:</i> <i>Sole traders, partnerships, LLPs –all those with a financial interest.</i> <i>Ltd and Plc companies – directors, the company secretary and anyone who holds more than 20% of the paid-up share of loan capital.</i>				
	Owner <input type="checkbox"/>	Title:		Forename:	
	Partner <input type="checkbox"/>	Family name:			
	Director <input type="checkbox"/>	Position:			
	Company Secretary <input type="checkbox"/>	D.o.B:		Private post code:	
	Industry-related qualifications				
	Membership of professional organisations				
	Owner <input type="checkbox"/>	Title:		Forename:	
	Partner <input type="checkbox"/>	Family name:			
	Director <input type="checkbox"/>	Position:			
	Company Secretary <input type="checkbox"/>	D.o.B:		Private post code:	
	Industry-related qualifications				
	Membership of professional organisations				
	Owner <input type="checkbox"/>	Title:		Forename:	
	Partner <input type="checkbox"/>	Family name:			
	Director <input type="checkbox"/>	Position:			
	Company Secretary <input type="checkbox"/>	D.o.B:		Private post code:	
	Industry-related qualifications				
	Membership of professional organisations				

Core Question Module C2: **Financial Information**

You must provide all the information in this section.

Scoring: Information only

Q Ref	Information required	Description of information expected, which will be taken into account in assessment.	Tick if provided
C2-Q1	Accounts: Please select the one organisation description that most closely matches your organisation and indicate if you are able to supply the information accordingly. If your organisation is shortlisted for tender, then we may request this information.		
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) 	<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-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		Cert provided	<input type="checkbox"/>
C2-Q2-2	Public liability insurance	Insurer			
		Policy number			
		Limit of indemnity		Excess	
		Limit for a single event			
		Expiry date		Cert provided	<input type="checkbox"/>
C2-Q2-3	Professional Indemnity Insurance (Where consultancy input involved)	Insurer			
		Policy number			
		Limit of indemnity		Excess	
		Limit for a single event			
		Expiry date		Cert provided	<input type="checkbox"/>
	All Risks	Insurer			
		Policy number			
		Limit of indemnity		Excess	
		Limit for a single event			
		Expiry date		Cert provided	<input type="checkbox"/>
	Other specialist business related insurance	Insurer			
		Policy number			
		Limit of indemnity		Excess	
		Limit for a single event			
		Expiry date		Cert provided	<input type="checkbox"/>

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?</p> <p><i>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.</i></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?</p> <p><i>Please provide details of action and confirmation, with references of the relevant notification and insurer acceptances.</i></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"/>
C3-QP1	<p>Mandatory reasons for exclusion</p> <p>Do any of the circumstances as set out in Part 4 Regulation 23(1) of the Public Contracts Regulations 2006 (SI 2006 No: 5) as amended by the Public Contracts (Amendment) Regulations 2009 (SI 2009/ 2992), apply to you as the applicant or to members of any applicant Group or any envisaged sub-contractor?</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"/>

Q Ref	Core question	Yes	No
C3-QP1-1	If your organisation, or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences, please provide information on additional sheets;		
C3-QP1-1a) C3-QD1-1(a)	<ul style="list-style-type: none"> Conspiracy: within the meaning of section 1 or section 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983, or in Scotland the Offence of conspiracy, where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA; 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP1-1b) C3-QD1-1(c)	<ul style="list-style-type: none"> 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; where the offence relates to active corruption; 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP1-1c) C3-QD1-1(d)	<ul style="list-style-type: none"> Bribery: the offence of bribery, where the offence relates to active corruption; 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP1-1d) C3-QD1-1(e)	<ul style="list-style-type: none"> Bribery: within the meaning of section 1, 2 or 6 of the Bribery Act 2010. 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP1-1e) C3-QD1-1(g)	<ul style="list-style-type: none"> Fraud: 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 Union, within the meaning of: 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP1-1e)(i) C3-QD1-1(g)(i)	<ul style="list-style-type: none"> The offence of cheating the Revenue; 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP1-1e)(ii) C3-QD1-1(g)(ii)	<ul style="list-style-type: none"> The offence of conspiracy to defraud; 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP1-1e)(iii) C3-QD1-1(g)(iii)	<ul style="list-style-type: none"> 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"/>
C3-QP1-1e)(iv) C3-QD1-1(g)(vii)	<ul style="list-style-type: none"> 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"/>
C3-QP1-1e)(v) C3-QD1-1(g)(viii)	<ul style="list-style-type: none"> 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"/>
C3-QP1-1e)(vii) C3-QD1-1(g)(x)	<ul style="list-style-type: none"> 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"/>
C3-QP1-1e)(vii) C3-QD1-1(g)(x)	<ul style="list-style-type: none"> 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"/>
C3-QP1-1e)(viii) C3-QD1-1(g)(iv)	<ul style="list-style-type: none"> Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP1-1e)(ix) C3-QD1-1(g)(x)	<ul style="list-style-type: none"> Making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006; 	<input type="checkbox"/>	<input type="checkbox"/>

Q Ref	Core question	Yes	No
C3-QP1-1f)	<ul style="list-style-type: none"> Money laundering within the meaning of the Proceeds of Crime Act 2002: 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QD1-1(h) C3-QP1-1f(i)	<ul style="list-style-type: none"> Money laundering within the meaning of section 93A, 93B, or 93C of the Criminal Justice Act 1988, section 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996 or the Money Laundering Regulations 2003 or money laundering or terrorist financing within the meaning of the Money Laundering Regulations 2007*; 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP1-1f(ii) QD-1-1(j)	<ul style="list-style-type: none"> 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"/>
C3-QP1-1g)	<ul style="list-style-type: none"> Any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant state. 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP2	<p>Discretionary reasons for exclusion</p> <p>Do any of the circumstances as set out in Part 4 Regulation 23(4) of the Public Contracts Regulations 2006 (SI 2006 No: 5) as amended by the Public Contracts (Amendment) Regulations 2009 (SI 2009/2992), apply to the Applicant, members of the Applicant Group or any envisaged sub-contractor?</p> <p><i>If 'yes', please supply details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP2-1 C3-QD2-1	Is any of the following true of your organisation?		
C3-QP2 1(a) C3-QD2 1(a)	<ul style="list-style-type: none"> Being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of Section 268 of the Insolvency Act 1986, or Article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other State; 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP2 1(b) C3-QD2 1(b)	<ul style="list-style-type: none"> Being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP2 1(c) C3-QD2 1(c)	<ul style="list-style-type: none"> Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part of the company's business or is the subject of similar procedures under the law of any other State? 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP2-2 C3-QD2-2	Has your organisation;		
C3-QP2-2(a) C3-QD2-2(a)	<ul style="list-style-type: none"> Been convicted of a criminal offence relating to the conduct of its business or profession, including, for example, any infringements of any national or foreign law on protecting security of information or the export of defence or security goods; 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP2-2(b)	<ul style="list-style-type: none"> Committed an act of grave misconduct in the course of its business; 	<input type="checkbox"/>	<input type="checkbox"/>

Q Ref	Core question	Yes	No
C3-QP2-2 C3-QD2-2	Has your organisation;		
C3-QP2-2(c) C3-QD2-2(d)	<ul style="list-style-type: none"> Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; or 	<input type="checkbox"/>	<input type="checkbox"/>
C3-QP2-2(d) C3-QD2-2(e)	<ul style="list-style-type: none"> Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the member State in which you are established; 	<input type="checkbox"/>	<input type="checkbox"/>

Supplementary questions		Yes	No
S1	Has the business ever had a public-sector contract or commission ended or had its employment set aside under the terms of a contract or commission within the public sector?	<input type="checkbox"/>	<input type="checkbox"/>
S2	Has the Organisation (or any of its directors, senior officers or senior managers) been investigated, prosecuted, convicted, or been the subject of other enforcement action taken within the last five years for bribery or corruption offences? <i>If you have answered yes, please provide supporting information.</i>	<input type="checkbox"/>	<input type="checkbox"/>
S3	Have you carried out a risk assessment to consider whether your organisation is at risk of bribery? <i>If 'yes', please provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
S4	Do you have a bribery prevention policy/procedure in line with the Bribery Act 2012? [(You do not need to do this if there is no risk of bribery on your behalf)]	<input type="checkbox"/>	<input type="checkbox"/>
S5	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"/>
S6	Does your policy/procedure include staff training regarding the requirements of the Bribery Act?	<input type="checkbox"/>	<input type="checkbox"/>
S7	Does your policy/procedure include monitoring and review of bribery risk?	<input type="checkbox"/>	<input type="checkbox"/>
S8	Please confirm that your company and subcontractors adhere to the Immigration, Asylum and Nationality Act 2006 (amendment 2008).	<input type="checkbox"/>	<input type="checkbox"/>
S9	Do you make checks to verify all workers are entitled to work in the UK? <i>If 'yes', please provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
S10	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

You must provide the information requested in this section

Scoring: INFORMATION ONLY

Staff details for consultants, suppliers and contractors.

Please give the average number as appropriate of all permanent staff and their duties over the last year.

Title (e.g. painter architect, etc.)	Trades Staff	Administration Staff	Manufacturing Staff	Professional Staff	Technical Staff
Total Average Number of Staff					

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	Enclosed?	
					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

No

☐☐

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"/>

Core Question Module C4: **Health and Safety Policy and Capability**

You must provide/or confirm evidence of the information requested in this section. If your company is shortlisted for tender, we may ask you to provide this information.

Scoring: INFORMATION ONLY

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 confirm 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			
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
C4-Q4	Please confirm arrangements for ensuring that your H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents? These should set out the arrangements for health and safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under CDM2015. There should be a clear indication of how these arrangements are communicated to the workforce.			
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
C4-Q5	Please confirm that you have access to competent H&S advice/assistance – both general and construction sector related Your organisation, and your employees, must have ready access to competent health and safety advice, preferably from within your own organisation. The advisor must be able to provide general health and safety advice, and also (from the same source or elsewhere) advice relating to construction health and safety issues.			

C4-Q6	<p>Please confirm 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.</p> <p>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.</p>		
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q7	<p>Please confirm that your workforce have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the work for which your organization is likely to bid</p> <p>Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.</p>		
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q8	<p>Please confirm that you check, review and where necessary improve your H&S performance</p> <p>You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis.</p>		
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q9	<p>Please confirm that you have procedures in place to involve your workforce in the planning and implementation of H&S measures</p> <p>You should have, and implement, an established means of consulting with your workforce on health and safety matters.</p>		
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q10	<p>Please confirm that you conduct accident/incident reporting and undertake follow-up investigation</p> <p>You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents, and recording the action taken as a result.</p>		

	<p>You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action.</p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q11	<p>Please confirm that you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the work for which they are being engaged</p> <p>You should have arrangements in place for appointing competent subcontractors/consultants. You should be able to demonstrate how you ensure that subcontractors will also have arrangements for appointing competent subcontractors or consultants. You should have arrangements for monitoring sub-contractor performance.</p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Designers	<p>Please confirm that you have, and implement, arrangements for meeting your duties under regulation 9 of CDM 2015</p> <p>You should have, and implement, arrangements for meeting your duties under regulation 9 of CDM 2015.</p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q12	<p>Please confirm that 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. The identification of health issues is expected to feature prominently in this system.</p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q13	<p>Please confirm that you have arrangements 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>		Yes <input type="checkbox"/>	No <input type="checkbox"/>

C4-Q14	<p>Please confirm that 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 place before people start work on site.</p>		
CDM Coordinators	<p>Please confirm how you encourage co-operation, co-ordination and communication between designers (and anyone else)</p> <p>You should be able to demonstrate how you go about encouraging co-operation, co-ordination and communication between designers.</p>	<div>Yes <input type="checkbox"/></div> <div>No <input type="checkbox"/></div>	
		<div>Yes <input type="checkbox"/></div> <div>No <input type="checkbox"/></div>	

Question Module O1: **Equal opportunity and diversity policy and capability**

You must provide/or confirm evidence of the information requested in this section. If your company is shortlisted for tender, we may ask you to provide this information.

Scoring: **INFORMATION ONLY**

		Yes	No
O1-Q1	As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010? Applies to both public and private procurement.	<input type="checkbox"/>	<input type="checkbox"/>
O1-Q1-1	Relevant instructions or written statement/evidence of relevant actions	<input type="checkbox"/>	<input type="checkbox"/>
O1-Q1-2	Relevant guidance or written statement/evidence of relevant actions	<input type="checkbox"/>	<input type="checkbox"/>
O1-Q1-3	Relevant policies/literature or written statement/evidence of relevant actions	<input type="checkbox"/>	<input type="checkbox"/>
O1-Q1-4	Evidence of where you believe these policies have made a difference	<input type="checkbox"/>	<input type="checkbox"/>
O1-Q2	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	<input type="checkbox"/>	<input type="checkbox"/>
O1-Q3	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? <i>If 'yes', please provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
O1-Q4	In the last three years has your organization been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination? <i>If 'yes', please provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
O1-Q5	If the answer to Q3 and/or Q4 is 'yes', what steps did your organisation take as a result of that finding or investigation? <i>Please provide evidence/details of remedial action.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
O1-Q6	Does your organisation ensure that equality and diversity is embedded within your organisation?	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
O1-Q7	Do you actively promote good practice in terms of eliminating discrimination in all forms through:		
O1-Q7-1	Guidance to your employees/suppliers concerned with recruitment, training and promotion?	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
O1-Q7-2	Making guidance or policy documents concerning how the organization embeds equality and diversity available to employees/sub-contractors, recognised trade unions or other representative groups of employees?	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
O1-Q7-3	Appropriate recruitment advertisements or other literature.	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Question Module O3: **Quality management policy and capability**

This question set is **optional**.

Scoring: **INFORMATION ONLY**

O3-Q1	Exemption: The questions in this module need not be completed if your organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 9001 from an organisation with a related UKAS accreditation, or equivalent			
	Are you claiming exemption?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Are you providing a copy of the certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
O3-Q2	Do you have a policy and organisation for quality management?			<input type="checkbox"/> <input type="checkbox"/>
O3-Q3	Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing/preventing incidents of sub-standard delivery?			<input type="checkbox"/> <input type="checkbox"/>
O3-Q4	Do you have arrangements for providing your workforce with quality-related training and information appropriate to the type of work for which your organisation is likely to bid?			<input type="checkbox"/> <input type="checkbox"/>
O3-Q5	Do you have procedures for periodically reviewing, correcting and improving quality performance?			<input type="checkbox"/> <input type="checkbox"/>
O3-Q6	Do you have arrangements for ensuring that your own suppliers apply quality management measures that are appropriate to the work for which they are being engaged?			<input type="checkbox"/> <input type="checkbox"/>

PROJECT SPECIFIC QUESTIONS

Note: ALL SUPPLIER 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. Suppliers will need to score a minimum of 60% to progress through to the next stage

Please clearly state the question number you are responding to on any enclosures.

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	
PS-Q1 25% Weighting	<p>Please supply a financial and timeline programme that will include an estimated breakdown of the likely costs aligned with the key areas of work and the anticipated timeline expected to complete areas of the work.</p> <p><i>Please limit your response to a max. 3x double side A4 sheet 12 font, excluding pictures</i></p>	
PS-Q2 25% Weighting	<p>Please supply evidence of ability and experience in acting as a champion and team member on similar projects to this opportunity, particularly demonstrating a track record of negotiating the role for art and creativity within significant housing developments.</p> <p><i>Please limit your response to a max. 3x double side A4 sheet 12 font</i></p>	
PS-Q3 25% Weighting	<p>Experience with evidence of strategic planning for public art, successful adoption of written strategies and fund raising achievements</p> <p><i>Please limit your response to a max. 1x double side A4 sheet 12 font, and max of x2 supporting exemplar reports</i></p>	
PS-Q4 25% Weighting	<p>Track record and success in commissioning work including awards and testimonials of work implemented</p> <p><i>Please limit your response to a max. 3x double side A4 sheet 12 font</i></p>	

Q Ref	Project Specific Questions						
PS-Q6 Information Only	Company Status 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						
	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"/>						

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	