**SS17064**

Road Asset Renewal Contract

**SELECTION**

**QUESTIONNAIRE (SQ)**

Growth, Environment and Transport





**Important Notice**

This document has been prepared by The Kent County Council (“the Employer”) to present the Employer’s requirements and provides details to tenderers for this stage of the tender process.

This document shall be read in conjunction with:

Schedule 1 Invitation to Tender (Draft)

Schedule 2 Forms for Completion (Draft)

Schedule 3 Conditions of Contract (Draft)

Schedule 4 Quality Questions (Draft)

Schedule 5 Activity Schedule (Draft)

Schedule 6 Service Information (Draft)

If a bidder considers that any of the information submitted in its tender should not be disclosed by the Employer under a Freedom of Information Act 2000 request, they will have to set this out in the Freedom of Information Form provided by the Employer in Schedule 2 (Forms for Completion). The bidder will accept any decision made by the Employer as set out in the Freedom of Information Form.

You are advised to read all sections carefully before tendering. Should you have any difficulties with the tender, documentation or process please contact Strategic Sourcing & Procurement via the Discussion facility on the Kent Business Portal as identified in Section 3 of the Invitation to Tender.

This documentation is non-transferable.

For the avoidance of doubt, the terms ‘bidder’ and ‘tenderer’ and other derivatives, are used interchangeably within the Schedules but should be interpreted as meaning the same.

**Selection Questionnaire**

|  |  |
| --- | --- |
| **SS17064**  | **Road Asset Renewal Contract** |
| **Deadline for receipt of Selection Criteria****(UK date and time)** | **12pm (noon) on 10 January 2018** |

**Notes for Completion**

1. The “authority” means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable Suppliers to participate in this procurement process. For the purposes of this Schedule, “authority” refers to Kent County Council.
2. “You” / “Your” or “Supplier” means the body completing these questions **i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided.** The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. This Schedule has been designed to assess the suitability of a Supplier to deliver the authority’s contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.
4. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.
5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.

**Assessment Methodology**

1. The responses received to the following questions will be assessed using the methodology outlined below.

|  |  |  |
| --- | --- | --- |
| **Section 1.** | **Supplier Information** | **0% (Information only)** |
| **Section 2.** | **Grounds for Mandatory Exclusion** | **Pass/Fail** |
| **Section 3, 4.** | **Grounds for Discretionary Exclusion** | **Pass/Fail** |
| **Section 5.** | **Economic and Financial Standing** | **Pass/Fail** |
| **Section 6.** | **Technical and Professional Ability** | **Scored** |
| **Section 7:** | **Additional Modules:** |  |
| **(A)** |  **Project Specific Questions** | **Pass/Fail** |
| **(B)** |  **Insurance** | **Pass/Fail** |
| **(C)** |  **Equality Legislation** | **Yes/No** |
| **(D)** |  **Environmental Management** | **Yes/No** |
| **(E)** |  **Health and Safety** | **Pass/Fail** |
| **Section 8.** | **Declaration** | **Information only** |

**Verification of Information Provided**

1. Whilst reserving the right to request information at any time throughout the procurement process, the authority may enable the Supplier to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions in section 6 of this Schedule relating to Technical and Professional Ability) the authority may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

**Sub-contracting Arrangements**

1. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
2. The authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

**Consortia Arrangements**

1. If the Supplier completing this Schedule is doing so as part of a proposed consortium, the following information must be provided;
* names of all consortium members;
* the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
* if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.
1. Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the authority as being necessary for the satisfactory performance of the contract.
2. All members of the consortium will be required to provide the information required in all sections of the Schedule as part of a single composite response to the authority i.e. each member of the consortium is required to complete the form.
3. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.
4. The authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

**Confidentiality**

1. When providing details of contracts in answering section 6 of this Schedule (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.
2. The authority reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
3. The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations.

## 1. Supplier Information

|  |  |
| --- | --- |
| **1.1 Supplier details** | **Answer** |
| Full name of the Supplier completing this Schedule  |  |
| Registered company address |  |
| Registered company number |  |
| Registered charity number |  |
| Registered VAT number |  |
| Name of immediate parent company |  |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company  | [ ]  Yes |
| ii) a limited company | [ ]  Yes |
| iii) a limited liability partnership | [ ]  Yes |
| iv) other partnership | [ ]  Yes |
| v) sole trader | [ ]  Yes |
| vi) other (please specify) | [ ]  Yes |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i)Voluntary, Community and Social Enterprise (VCSE) | [ ]  Yes |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | [ ]  Yes |
| iii) Sheltered workshop | [ ]  Yes |
| iv) Public service mutual | [ ]  Yes |
| **1.2 Bidding model** |  |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** |  |
| 1. Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself.
 | [ ]  Yes |  |
| b) Bidding as a Prime Contractor and will use third parties to deliver some of the services.If “Yes”, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | [ ]  Yes |  |
| c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services.If “Yes”, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | [ ]  Yes |  |
| d) Bidding as a consortium but not proposing to create a new legal entity.If “Yes”, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created. Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | [ ]  Yes**Consortium members****Lead member** |  |
| e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV). If “Yes”, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix. | [ ]  Yes**Consortium members****Current lead member****Name of Special Purpose Vehicle** |  |

|  |
| --- |
| **1.3 Contact details** |
| Supplier contact details for enquiries about this Schedule |
| Name |  |
| Postal address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

|  |
| --- |
| **1.4 Licensing and registration (please mark ‘X’ in the relevant box)** |
| 1.4.1 | Registration with a professional bodyIf applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state). | [ ]  Yes[ ]  NoIf “Yes”, please provide the registration number in this box. |
| 1.4.2 | Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? | [ ]  Yes[ ]  NoIf “Yes”, please provide additional details within this box of what is required and confirmation that you have complied with this. |

|  |
| --- |
| **1.5 Additional Supplier Information** |
| 1.5.1 | Has any Director or Partner been employed by Kent County Council or is a Councillor of Kent County Council or District Council in Kent?  | [ ]  Yes[ ]  No |
|  | Please detail your response to question 1.5.1 here (if applicable) |  |
| 1.5.2 | Please state if any Director or Partner has a relative(s) who is employed by Kent County Council or is a Councillor of Kent County Council or District Council in Kent. | [ ]  Yes[ ]  No |
|  | Please detail your response to question 1.5.2 here (if applicable) |  |

|  |
| --- |
| **IMPORTANT NOTE**Questions 1.5.1 & 1.5.2If the answer to questions 1.5.1 and/or 1.5.2 is ‘Yes’, please enclose details in the space provided under the question. Failure to provide details as applicable may result in your exclusion from this process. This review will be carried out in line with the Statutory Discretionary Grounds of the Public Contract Regulations 2015 as set out in Section 3 below. |

## 2. Grounds for Mandatory Exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “Yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

|  |  |
| --- | --- |
| **2.1 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?** | **Please indicate your answer by marking ‘X’ in the relevant box.** |
| **Yes** | **No** |
| 1. 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 Framework Decision 2008/841/JHA on the fight against organised crime;
 |  |  |
| 1. 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;
 |  |  |
| 1. the common law offence of bribery;
 |  |  |
| 1. 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;
 |  |  |
| 1. 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. the offence of cheating the Revenue;
 |  |  |
| 1. the offence of conspiracy to defraud;
 |  |  |
| 1. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
 |  |  |
| 1. 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;
 |  |  |
| 1. 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;
 |  |  |
| 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
 |  |  |
| 1. destroying, defacing or concealing of documents or procuring the execution 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;
 |  |  |
| 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or
 |  |  |
| 1. 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;
 |  |  |
| 1. any offence listed—
 |  |  |
| 1. in section 41 of the Counter Terrorism Act 2008; or
 |  |  |
| 1. in Schedule 2 to that Act where the court has determined that there is a terrorist connection;
 |  |  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);
 |  |  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;
 |  |  |
| 1. 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;
 |  |  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
 |  |  |
| 1. an offence under section 59A of the Sexual Offences Act 2003;
 |  |  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009
 |  |  |
| 1. 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
 |  |  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive—
 |  |  |
| 1. as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or
 |  |  |
| 1. created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.
 |  |  |
| **Non-payment of taxes****2.2 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?**If you have answered “Yes” to this question, please use a separate Appendix to provide further details. Please also use this Appendix to 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? |  |  |

## 3. Grounds for Discretionary Exclusion – Part 1

The authority may exclude any Supplier who answers “Yes” in any of the following situations set out in paragraphs (a) to (j);

|  |  |
| --- | --- |
| **3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | **Please indicate your answer by marking ‘X’ in the relevant box.** |
| **Yes** | **No** |
| 1. 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;
 |  |  |
| 1. 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;
 |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable;
 |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition;
 |  |  |
| 1. 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;
 |  |  |
| 1. 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;
 |  |  |
| 1. 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;
 |  |  |
| 1. your organisation—
2. 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
3. has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or
 |  |  |
| 1. your organisation has undertaken to
 |  |  |
| aa) unduly influence the decision-making process of the contracting authority, or |  |  |
| bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  |
| 1. your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.
 |  |  |

**Conflicts of interest**

In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest, which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.

**Taking Account of Bidders’ Past Performance**

In accordance with question (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this Schedule. The authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

**‘Self-cleaning’**

Any Supplier that answers “Yes” to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

## 4. Grounds for Discretionary Exclusion – Part 2

**NOT USED**

## 5. Economic and Financial Standing

Please provide, for the Supplier who has submitted this Schedule, the information set out below.

**All Suppliers must ’Pass’ 5.3**. All responses to other questions, 5.1 to 5.8, will inform the decision made in 5.3.

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Answer** |
| **5.1** | Who is responsible in your organisation for financial matters? |  |
| **5.2** | What is the name and address of the organisation’s bankers and auditors? | Bankers:Auditors: |
| **5.3** | Please enclose a copy of the organisation’s accounts or audited accounts (if required by law) and annual reports for the last two years, which, should comply with published UK accounting standards applicable to your organisation. It should ideally include:- Balance sheet- Detailed Profit and loss account - Cost of sales- Full notes to the accounts- Director’s reports/Auditor’s reports- Cash flow statementPlease do not provide abbreviated accountsIf your organisation has been trading for less than 2 years please provide details of the above for the period for which your organisation has been trading together with a description of activities which you were undertaking prior to this.An assessment of financial risk will be made based upon some, all or a combination of the following:1. Liquidity ratios with emphasis on current ratio and quick ratio. An assessment of your organisation’s liquidity ratio will be undertaken to assess its ability to pay its debts as and when they fall due.
2. Net Current Asset and Net Asset (with analysis of 3rd Party Debt) – A positive Net Current Asset (NCA) and Net Asset (NA) would be preferred but having a negative NCA or NA does not necessarily indicate a fail as there may be valid reasons for this.
3. Profitability ratios – An assessment of profitability will be undertaken to ascertain the organisation’s ability to generate earnings as compared to its expenses and other relevant costs. It is desirable for bidding organisations to have made profits in successive financial years.
4. Other financial issues – The financial statement will be reviewed to see if there are issues highlighted such as: going concern risk, contingent liabilities, inter-company debts etc.
5. Contract value to turnover in order to minimise financial risk to Kent County Council.
6. Independent credit rating check for your organisation using either N2Check or Co Credo credit reference agencies to check, for example: any material change since the date of the accounts submitted, any County Court judgements (CCJ’s) and any other relevant financial issues highlighted by the credit reference agency etc.

If we have any major concerns, you may be asked for further evidence depending on the individual circumstance, to determine your suitability for inclusion in the second stage of the tendering process. | [ ]  Attached**Pass/Fail** |
| **5.4** | If the accounts your organisation is submitting are for a year ended more than 10 months ago please confirm that your organisation as described in those accounts is still trading.If there has been a material change in the organisation or the financial standing of the organisation please provide details. | [ ]  Yes, over 10 months agoIf answered Yes Is the Organisation still trading   [ ]   Yes [ ]    No [ ]  Yes, material change, details below: |
| **5.5** | Please provide confirmation from the Directors, Partners or equivalent of the organisation that they are personally of the opinion that the business has sufficient working capital and staff resources to undertake its current and future commitments as well as any commitments of financial and staff resources required for the purposes of this proposal. | [ ]  Confirmed[ ]  Not Confirmed |
| **5.6** | Please provide details of any outstanding claims, litigation, arbitration or adjudication against your organisation. |  |
| **5.7** | Please provide your organisation’s VAT Registration Number. |  |
| **5.8** | **Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?**If “Yes”, please provide the name below:

|  |  |
| --- | --- |
| Name of organisation |  |
| Company Registration Number |  |
| Relationship to the Supplier completing this Schedule |  |

If “Yes”, please provide immediate parent company accounts.If “Yes”, would the immediate parent company be willing to provide a guarantee if necessary?If “No”, would you be able to obtain a guarantee elsewhere (e.g. from a bank?) | [ ]  Yes[ ]  No[ ]  Attached[ ]  Yes[ ]  No[ ]  Yes [ ]  No |

## 6 – Technical and Professional Ability

|  |
| --- |
| **Relevant experience and contract examples** |
| **6** | **Introduction**The Client is a very customer-focused organisation. Its political representatives and the Kent public are at the centre of everything the Client does, and it is therefore vital that it delivers its road asset renewal service in a way that takes their needs into account. The Client will evaluating bidders/contractors previous experience on delivering the following services it considers important to its overall delivery to the Kent public:**In no more than 4 sides of A4 (font size 11), each response should provide a brief description of your experience in delivering these services which includes evidence of the relevant areas.** Anyinformation in excess of 4 sides or any attachments will not be evaluated. All examples should be based on contracts within the last five years. No more than three contract examples can be referenced within each question, and the following details should be provided for referenced contracts:Name:Organisation:Contract start dateContract completion dateEstimated Contract ValueTelephone Number:Email address:**Further information**The named customer contact(s) provided should be prepared to provide written evidence to the Client to confirm the accuracy of the information provided below (as detailed under Clause 15 of this Selection Questionnaire).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 will 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 principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.**Scoring**The scores from these case studies will be combined to give a total score for each supplier with a maximum of 6 suppliers progressing to Invitation to Tender stage. Each of these case studies has an equal weighting of 50% and the maximum score achievable will be 20. **10 - High Standard** The response covers all prompts and is supported by comprehensive detail which evidences their experience in delivering this service. This gives the Client complete confidence in the suppliers’ capability to deliver this service.**8 - Good Standard** The response covers all prompts which evidence their experience in delivering this service. Sufficient supporting detail has been provided in at least five of the prompts. Evidence to other prompts may be missing, lacking in detail or highlight gaps within their delivery experience. This gives the Client a high level of confidence in the suppliers’ capability to deliver this service.**6 – Acceptable Standard** The response covers at least four prompts which evidence their experience in delivering this service. Sufficient supporting detail has been provided in four or more of these. Evidence to other prompts may be missing, lacking in detail or highlight gaps within their delivery experience. This gives the Client confidence with minor concerns in the suppliers’ capability to deliver this service. **3 - Weak Standard** The response covers at least three prompts which evidence their experience in delivering this service. Sufficient supporting detail has been provided in two or more of these. Evidence to other prompts may be missing, lacking in detail or highlight gaps within their delivery experience. This gives the Client limited confidence in the suppliers’ capability to deliver this service.**0 - Unacceptable Standard** Either the response was not provided or not relevant to the question and/or fails to address more than two prompts. This does not give the Client confidence in the supplier’s capability to deliver this service.  |
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**Please complete the following table for each Case Study:**

|  |  |  |
| --- | --- | --- |
|  | **Case Study 1 – Contract Title(s):** |  |
|  | **Contract Reference 1** | Name:Organisation:Contract start date:Contract completion date:Estimated Contract Value:Telephone Number:Email address: |
|  | **Contract Reference 2** | Name:Organisation:Contract start date:Contract completion date:Estimated Contract Value:Telephone Number:Email address: |
|  | **Contract Reference 3** | Name:Organisation:Contract start date:Contract completion date:Estimated Contract Value:Telephone Number:Email address: |
| **6.1** | **Planned Road Asset Renewal Schemes**The Client is committed to road safety and reducing the number of people killed or seriously injured in road crashes. In addition, the Client has adopted a new approach to asset management which seeks to maximise highway asset lifespans and improve future maintainability of highway assets. Contractors play a key role in customer, road safety and asset management-based service delivery by ensuring that planned maintenance work and improvement schemes are planned, managed, communicated and delivered efficiently and effectively.Tell us about a time in the last five years when you have delivered a complex and varied programme of planned road asset renewal work in a manner that meets the customer, road safety and asset management needs of the local Client. Your answer should demonstrate fully your approach to understanding a Client’s customer ethos and what you did specifically to demonstrate an understanding of that in service delivery, including a full description of how such works were planned, managed, communicated and delivered, and how risks were managed and mitigated.Please also provide the following details:1. The work undertaken including a comprehensive description of the services provided.
2. Description of challenges encountered through the course of the contract, solutions implemented and lessons learnt.
3. Details of any innovation, value or service improvements your organisation has proposed /introduced as part of this contract.
4. Add any additional details required.

**Guidance**The purpose of this question is that Providers demonstrate that they have excellent and recent experience of delivering programmes of planned road asset renewal schemes, and that this delivery has been carried out in a way that meets local authorities’ customer and asset management demands. Answers should focus on each phase of service delivery from work/scheme inception through to delivery and completion, including (but not limited to) demonstrating the following:1. That the road asset renewal schemes were programmed effectively.
2. Customer needs were embedded into everything you did when managing and delivering this work.
3. Effective communication was maintained with the client.
4. Advance notification, letter drops and customer service was a priority.
5. That you made a significant contribution to maximising asset lifecycles and improving future maintainability of highway assets.
6. That problems were identified and resolved throughout the duration of these works.
 |
| **Response:** |
| **6.2** | The contacts detailed above must be from the client organisation(s) to which this case study relates. This person(s) may be contacted to verify the content and accuracy of the information supplied, so should give consent and agreement to be contacted. Failure to do so will disqualify the case study(ies) put forward.Please self-certify that your client organisation(s) has provided consent and are happy to be contacted. | [ ]  Yes [ ]  No  |

|  |  |  |
| --- | --- | --- |
|  | **Case Study 2 – Contract Title(s):** |  |
|  | **Contract Reference 1** | Name:Organisation:Contract start date:Contract completion date:Estimated Contract Value:Telephone Number:Email address: |
|  | **Contract Reference 2** | Name:Organisation:Contract start date:Contract completion date:Estimated Contract Value:Telephone Number:Email address: |
|  | **Contract Reference 3** | Name:Organisation:Contract start date:Contract completion date:Estimated Contract Value:Telephone Number:Email address: |
| **6.3** | **Large Planned Works**Due to the increasing number of roads reaching the end of their structural service life, the Client occasionally needs to carry out large scale road asset renewal projects in addition to the normal programmed resurfacing works. These may involve full depth reconstruction of a length of carriageway over a period of many weeks. The nature of these works requires significant amounts of preparation, construction resources and customer engagement. They can also involve activities or materials which would not be standard items under this contract. While the intention is to in future deliver these works through separate procurements, where restrictions on time or resources prevent this, KCC may seek to deliver these schemes through existing arrangements, such as this contract.Please tell us about a time in the last five years where you have delivered a large highway scheme of this nature in a busy urban area. Your answer should detail how you worked with the client during the scheme planning, mobilisation and construction phases. Please also describe how you communicated effectively with affected parties to minimise the impact of these works on local businesses and residents.Please also provide the following details:1. The work undertaken including a comprehensive description of the scheme.
2. Description of challenges/constraints encountered during this scheme, solutions implemented and lessons learnt.
3. Details of any innovation, value or service improvements your organisation has proposed/introduced as part of this contract.
4. Add any additional details required.

**Guidance**The purpose of this question is that Providers demonstrate that they have excellent and recent experience of delivering large scale reconstruction schemes or similar works which has been carried out in a way that meets customer’s needs. Answers should focus demonstrating points including (but not limited to) the following:1. That the needs of the client were identified and met through all phases of the works.
2. The provider mitigated against the impact these works could have had on local businesses and residents.
3. That the provider ensured the best outcomes, over both the short and long term for the Client’s road asset.
4. The procurement method used and that the provider ensured the client received good value for money.
5. The provider ensured the Client’s elected representatives were involved and engaged.
6. That the provider was able to offer or implement innovative or novel materials or techniques.

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| **Response:** |
| **6.4** | The contacts detailed above must be from the client organisation(s) to which this case study relates. This person(s) may be contacted to verify the content and accuracy of the information supplied, so should give consent and agreement to be contacted. Failure to do so will disqualify the case study(ies) put forward.Please self-certify that your client organisation(s) has provided consent and are happy to be contacted. | [ ]  Yes [ ]  No  |

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| 7. Additional ModulesSuppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking ‘X’ in the relevant boxes.A – Project Specific Questions to Assess Technical and Professional AbilityFurther project specific questions relating to the technical and professional ability of the Supplier.

|  |  |  |
| --- | --- | --- |
| **1.** | **Traffic Management Act**The Client operates under the parity principle under the Traffic Management Act, treating all work promoters the same. All Contractors must obtain Permits to work on the highway in line with the Kent Permit Scheme and the Kent Lane Rental Scheme.In line with the above requirement, the Client requires that the Contractor has the most current version of the EToN system (EToN 6 April 2014) and experienced personnel who can use the system and co-ordinate all permitting requirements with the Client’s Roadworks Team.For the Client to ensure Suppliers meet the above mandatory requirements, Suppliers will need to provide evidence in the following two questions:(i) Describe in not more than 500 words how you will comply with the Kent Permit Scheme and the Kent Lane Rental Scheme throughout this contract.(ii) Provide details of any Fixed Penalty Notices or prosecutions under the Traffic Management Act.If necessary, you may explain in up to 250 words any mitigating circumstances or lessons learned.Details of the Kent Permit Scheme can be found at the following:<http://www.kent.gov.uk/roads_and_transport/highway_maintenance/kent_permit_scheme.aspx> and<http://www.kent.gov.uk/roads_and_transport/highway_maintenance/lane_rental_scheme.aspx> | [ ]  Yes[ ]  No**Pass/Fail** |
| **1.** | **Response:** |
| **2.** | **Policy Statements and Certificates** (i) Contractors and any appointed sub-contractors are required to have the following certification. Copies of these need to be provided with your Tender submission.* Your company policy statement on Health and Safety
* Evidence of Quality Assurance in accordance with BS EN ISO 9001 certified by a third party accredited to UKAS or equivalent.
* Your Company policy statement on sub-contractor selection and management.

(ii) Contractors and any appointed sub-contractors need to have the following certification under the National Highway Sector Scheme. Copies of these need to be provided with your SQ submission.* Scheme 12D – Installation, Maintenance and Removal of Temporary Traffic Management on Rural and Urban Roads
* Scheme 16 – The Laying of Asphalt Mixes
* Scheme 7 – Application of Road Markings and Road Studs to Road Surfaces
* Scheme 13C – High Friction Surfacing
* Scheme 14 – Production of Asphalt Mixes
 | [ ]  Yes[ ]  No**Pass/Fail** |
| **3.** | **Environmental**The Client requires all suppliers to have plans in place to take into consideration environmental factors. Suppliers are required to provide a response to the following environmental aspects. (i) Do you have an effective method for reducing waste going to landfill? If yes, please explain in not more than 500 words giving examples as appropriate.(ii) In not more than 500 words, please give any examples of how you have changed your processes to use the most up to date environmentally friendly products.(iii) In not more than 500 words, please explain how you will mitigate noise pollution when carrying out work during unsociable hours in residential areas.(iv) Please answer “Yes” or “No” to self-certify that your organisation have ISO 14001 accreditation. | [ ]  Yes[ ]  No**Pass/Fail** |
| **3.** | **Response:** |  |
| **4.** | **Health and Safety**Suppliers are required to provide a response to the following Health and Safety Information.* 1. Provide information about your incident records over the last 5 years of available data in the table below. If necessary, you may explain in up to 250 words any mitigating circumstances or lessons learned from any data in the table.
	2. Please answer “Yes” or “No” to self-certify that your organisation have BS 18001 accreditation.
	3. Describe in not more than 500 words how you plan, manage and co-ordinate work before, during and after the construction phase to accord with the requirements of CDM. Details of key Health & Safety personnel for this contract will be provided.
	4. Describe in not more than 500 words how you use your incident investigation process to promote safety and reduce incidents.

Calculation of Incident Rate and Frequency Rate (Method taken from HS (G) 65 ‘Successful Health and Safety Management”) Incident Rate =  Number of Reportable injuries in financial year x 100,000 Average number employed during year Frequency Rate =  Number of Reportable injuries in period x 100,000 Total hours worked during the period | [ ]  Yes[ ]  No**Pass/Fail** |
| **4.** | **Response:** |  |
| **5.** | Please answer “Yes” or “No” to self-certify that all Operatives and Supervisors working on the highway shall hold valid New Roads and Street Works Act (NRSWA) qualifications.  | [ ]  Yes[ ]  No**Pass/Fail** |
| **6.** | Please answer “Yes” or “No” to self-certify that your organisation have acted in accordance with CDM regulations 2015. | [ ]  Yes[ ]  No**Pass/Fail** |
| **7.** | Please answer “Yes” or “No” to self-certify that your organisation have BS 11000 on Supply Chain Collaboration. If not does your company intend to works towards this.  | [ ]  Yes[ ]  No**Information Only** |

B – Insurance

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| --- | --- | --- |
| 1. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:Employer’s (Compulsory) Liability Insurance\* = £10,000,000 (not less than £10,000,000 each and every claim)Public Liability Insurance = £10,000,000 (not less than £10,000,000 each and every claim)Product Liability Insurance = £10,000,000 (not less than £10,000,000 each and every claim)Professional Indemnity insurance = £1,000,000 (not less than £1,000,000 any one claim and in the aggregate)\* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | [ ]  Yes[ ]  No**Pass/Fail**[ ]  Yes[ ]  No**Pass/Fail**[ ]  Yes[ ]  No**Pass/Fail** |

C – Compliance with Equality Legislation

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| --- |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. |
| 1. | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | [ ]  Yes[ ]  No |
| 2. | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?If you have answered “Yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.You may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. This review will be carried out in line with the Statutory Discretionary Grounds of the Public Contract Regulations 2015 as set out in Section 3 above. | [ ]  Yes[ ]  No |
| 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | [ ]  Yes[ ]  No |

D – Environmental Management

|  |  |  |
| --- | --- | --- |
| 1. | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. This review will be carried out in line with the Statutory Discretionary Grounds of the Public Contract Regulations 2015 as set out in Section 3 above. | [ ]  Yes[ ]  No |
| 2. | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | [ ]  Yes[ ]  No |  |

 |

## E - Health and Safety

In general, health and safety laws apply to all businesses. As an employer, or a self-employed person, you are responsible for health and safety in your business. Health and Safety laws are there to protect you, your employees and the public from workplace dangers.

The approach is proportionate to the size of your business and the nature of your business activity.

If you have fewer than five employees, you do not have to write down your health and safety policy or your risk assessments (references 1.3 & 1.5).

**Answers you give must be specific and relevant to the work you will be undertaking as a result of this application.**

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| --- | --- | --- |
| **1.0** | **Health and Safety** | **Yes/No** |
| **1.1** | Please advise how many employees your organisation currently has? | Number of employees (at date of completion):This question looks **for information only** in order that we can review your other answers within context and with reasonable proportionality. |

|  |  |  |
| --- | --- | --- |
| **1.2** | (i) Has your organisation been subject to prosecution / enforcement action from the Health and Safety Executive (or equivalent body) in the last 3 years? (Please note the authority will check relevant enforcement registers). | [ ] Yes [ ] No(Information only) |
| *If your response to 1.2 is “Yes” then please provide details in the table (ii) below.* |
| (ii) Please provide below, details in increasing date order of ALL prosecutions and/or enforcement notices, together with remedial actions undertaken, for the last 3 years. Please add rows if required.

|  |  |  |
| --- | --- | --- |
| **Date** | **Prosecutions / Enforcement Notice Detail** | **Remedial Actions Undertaken and outcome from enforcing authority i.e. open / closed** |
| ***EXAMPLE****23 January 2015* | *1X Improvement Notice – Failed to provide suitable welfare facilities to comply with the requirements of Regulation 22 (1) (c) and Schedule 2 of the Construction (Design and Management) Regulations 2007.* | *All sites are now subject to a thorough assessment of the facilities required by employees to meet legal requirements. This is carried out prior to works commencing and a template has been added to the quality management system appendix 2.8.**Improvement notice closed.* |
|  |  |  |
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Suppliers should note that if there have been any incidents the authority would expect some form of remedial action. Notification of acceptance of remedial action by the enforcing authority may be requested as evidence at a later stage. The authority will exclude any supplier(s) that have been in receipt of enforcement / remedial action orders from the Health and Safety Executive (or equivalent body) unless the supplier can demonstrate that appropriate remedial action has been taken to prevent future occurrences or breaches.**Pass** = Disclosure of 100% of prosecution information with satisfactory remedial action taken. Any HSE enforcements have been closed. Any that are open will not be considered until closed.**Fail** = Failure to disclose 100% of prosecutions and/or enforcement notices with remedial action not taken. |

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| **1.3** | Please self-certify that you have a comprehensive Health and Safety policy, which meets the requirements below. If you have fewer than five employees, you do not have to write down your health and safety policy.

|  |  |  |
| --- | --- | --- |
| (i) | Is endorsed by the Chief Executive Officer / Director. | [ ] Yes [ ] No |
| (ii) | Periodically reviewed (at a minimum of annual frequency period AND after a serious incident AND following legislative change). | [ ] Yes [ ] No |
| (iii) | The nature and scale of the organisation’s health and safety activities are specifically relevant to the work being applied for. | [ ] Yes [ ] No |
| (iv) | Clearly sets out responsibilities at all levels of the organisation. For small businesses the identification of a person responsible for health and safety will suffice. | [ ] Yes [ ] No |

Please answer “Yes” or “No” to each bullet point. Suppliers who self-certify that they meet the requirements will be required to provide evidence of this if they are successful at contract award stage.**Pass** = all “Yes” responses.**Fail** = any “No” response. |

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| **1.4** | Please self-certify that your organisation regularly (at least annually or on a rolling programme) checks, reviews and where necessary improves health and safety performance. Please self-certify that the review includes :

|  |  |  |
| --- | --- | --- |
| (i) | Organisational system is in place for the on-going monitoring of health and safety procedures. | [ ] Yes [ ] No  |
| (ii) | Procedures and process are periodically reviewed and updated based on new knowledge, industry best practice and/or legislative changes. | [ ] Yes [ ] No |
| (iii) | You have a system in place to record, investigate and take action following serious workplace incidents. | [ ] Yes [ ] No |

Please answer “Yes” or “No” to each question. Suppliers who self-certify that they meet the requirements will be required to provide evidence of this if they are successful at contract award stage.**Pass** = all “Yes” responses.**Fail** = any “No” response. |
| **1.5** | Please self-certify that arrangements are in place to manage and control risks associated with the nature and scale of the work your organisation undertakes, including the below. If you have fewer than five employees, you do not have to write down your risk assessments.

|  |  |  |
| --- | --- | --- |
| (i) | Ensuring sufficient and appropriate skills within management and technical staff. | [ ] Yes [ ] No |
| (ii) | Training arrangements for all staff. | [ ] Yes [ ] No  |
| (iii) | Risk assessments and method statements associated with your undertakings relevant to this application. | [ ] Yes [ ] No  |

Please answer “Yes” or “No” to each question. Suppliers who self-certify that they meet the requirements will be required to provide evidence of this if they are successful at contract award stage.**Pass** = all “Yes” responses.**Fail** = any “No” response. |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.6** | Please self-certify that your organisation has procedures in place to involve your staff / workforce in the planning and implementation of health and safety management and risk control measures including:

|  |  |  |
| --- | --- | --- |
| (i) | Employee Health and Safety representatives/consultees. | [ ] Yes [ ] No |
| (ii) | Health and Safety issues discussed at staff meetings/team meetings/team briefings. | [ ] Yes [ ] No  |
| (iii) | Health and Safety concerns reporting procedure/complaints procedure. | [ ] Yes [ ] No |

Please answer “Yes” or “No” to each question. Suppliers who self-certify that they meet the requirements will be required to provide evidence of this if they are successful at contract award stage. **For businesses with fewer than 5 employees, the identification of a person responsible for health and safety will suffice:****Employee responsible for health and safety:**…………………………………………………………..**Pass** = all “Yes” responses OR (if businesses has fewer than 5 employees) employee responsible for health and safety is identified.**Fail** = any “No” response AND employee responsible for health and safety is not identified. |
| **1.7** | Please self-certify that your organisation has competent health and safety advice / assistance that supports the work you undertake by indicating which is applicable to your organisation:-

|  |  |  |
| --- | --- | --- |
| (i) | The organisation has its own suitably qualified and experienced health and safety adviser/s *OR:* | [ ] Yes [ ] No |
| (ii) | The organisation commissions appropriate health and safety support /advice from consultants/specialists *OR:* | [ ] Yes [ ] No |
| (iii) | Combined in house provision assisted by external consultant / specialist. | [ ] Yes [ ] No  |

Please answer “Yes” or “No” to each bullet point. Suppliers who self-certify that they meet the requirements will be required to provide evidence of this if they are successful at contract award stage.**Pass** = a “Yes” response to one of the three options.**Fail** = a “No” response to all three options. |
| **1.8** | Please self-certify that, if you intend to sub-contract, through your supplier selection process, subcontractors, suppliers, or any other organisation providing services on your behalf have appropriate health and safety policies, training and knowledge, in order to maintain a high standard of risk and health and safety management. Please self-certify that your supplier selection process includes:-

|  |  |  |
| --- | --- | --- |
| (i) | Checking currency of policy, procedures and risk assessments. | [ ] Yes [ ] No |
| (ii) | Checking appropriate qualifications and experience of named health and safety practitioners. | [ ] Yes [ ] No |
| (iii) | Checking currency of health and safety training for employees. | [ ] Yes [ ] No |
| (iv) | Checking enforcement history of the organisation. | [ ] Yes [ ] No |

**OR**

|  |  |  |
| --- | --- | --- |
| (v) | The organisation does not intend to sub-contract. | [ ] Yes |

Please answer “Yes” or “No”. Suppliers who self-certify that they meet the requirements will be required to provide evidence of this if they are successful at contract award stage.**Pass** = all “Yes” responses OR the organisation does not intend to sub-contract.**Fail** = any “No” response. |

## 8 – Declaration

|  |  |
| --- | --- |
|  | I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be 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 Supplier**).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. |
| **SCHEDULE COMPLETED BY** |
| 8.1 | Name |  |
| 8.2 | Role in organisation |  |
| 8.3 | Date |  |
| 8.4 | Signature |  |

**Template for Appendices**

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| --- |
| **Appendix Number -**  |
| **Section Number -**  |
| **Question Number -**  |
|  |

1. See EU definition of SME: https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\_en [↑](#footnote-ref-1)