**CLARIFICATION LOG – Hired Passenger Transport**

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| **Date** | **Question** | **Answer** |
| 05/03/17 | If possible could you email the Standard questionnaires as Word format? | The Selection Questionairre (attachment A) needs to completed online.  Attachment B2 needs to be signed, scanned and uploaded Attachment G can be amended and uploaded. |
| 08/03/17 | In the instructions to participants (Attachment B1) Part 2 No 1 b, it says that we have to include Selection Questionnaire (Attachment A) in our tender submission, do we have to fill this attachment and upload it on the portal or just answer the same questions online, the attachment is in pdf format and we are unable to edit. | The Selection Questionairre (attachment A) needs to completed online.  Attachment B2 needs to be signed, scanned and uploaded Attachment G can be amended and uploaded. |
| 08/03/17 | It seems that as the Specification document is a pdf the embedded documents are inaccessible. Can these be provided separately please? | The embedded documents have been made available on the portal, please see the attachment section of the portal. |
| 14/03/17 | Please can you clarify the position with regard to attachments to be submitted?  The instructions state what is required, and that "you must not include additional items in your submissions, any such additions will not be considered as part of the evaluation."  However in various questions attachments are specifically requested. For example:  - in 9.1 it states "Provide example of relevant transport related risk assessments and safety working procedures issued to employees."  - in 9.2 it states "Please provide examples of documentation used as part of your recruitment and selections process."  In terms of adding attachments there is the function to add general attachments, which is clear. None of the Method Statement questions include the function to add questions (apart from one - "Day to Day Management of the Service". This could be used to attach a Business Continuity Plan - although this is not directly requested}. | Please provide attachments only where it is requested, you can use the “add attachements” section of the portal to upload these. |
| 14/03/17 | Do we need to print this questionnaire and up load after completing or we can complete on line? | The Selection Questionairre (attachment A) needs to completed online.  Attachment B2 needs to be signed, scanned and uploaded Attachment G can be amended and uploaded. |
| 15/03/17 | Could you let me know what is clarification question, which has to be submitted by today 15th March 2017? | A clarification question is if you require any clarity from the Local Authority on any aspect of the tender. |
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