

BI/NSP/1/21 - QUALIFICATION QUESTIONS

Your tender will not be accepted if any of the grounds for exclusion shown below apply unless you have included an adequate explanation and/or mitigating factors – please provide these details if you have answered “Yes” to any of questions E1 – E8.

NUMBER	EXCLUSION QUESTIONS	YES	NO	N/A
E1	Within the past five years, has your organisation, directors or partners been convicted of fraud or any other similar offence within the meaning of Article 57(1) of the Public Contracts Directive?			
E2	Within the past five years, has your organisation been found to be in breach of obligations related to the payment of tax or social security contributions?			
E3	Within the past five years, have any of your organisation's tax returns given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion, or been found to be incorrect by HMRC?			
E4	Within the past five years, has your organisation been subject to any county court judgements which remain unsatisfied?			
E5	Within the last three years has your organisation had a contract cancelled, or not renewed, for breach of contract or failure to meet requirements?			
E6	Within the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, or a complaint upheld?			
E7	Within the last three years, has your organisation been convicted of breaching environmental legislation, or had any notice served upon it?			
E8	Within the last three years, has your organisation or any of its directors or executive officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive?			
E9	If you use subcontractor(s), do you have processes in place to check whether any of the above circumstances apply to these other organisations? If you are successful, you must be in a position to provide evidence if required, prior to contract award.			

If any of the above answers prove to be incorrect during the course of the contract, that will provide grounds for cancellation.

NUMBER	COMPANY INFORMATION	YES	NO	N/A
C1	Is your organisation (please select "Yes" for the option that applies):			
	i) a public limited company			
	ii) a limited company			
	iii) a limited liability partnership (LLP)			
	iv) other partnership			
	v) a sole trader			
	vi) other (please specify).			
C2	Is your organisation a wholly owned subsidiary or a larger trading or holding company? Please give their registration number if so.			
C3	Please confirm by selecting "Yes" whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below. The successful tenderer will be required to provide insurance certificates prior to contract award.			
	Public & Products Liability £10,000,000			
	Employer's liability £10,000,000			
	Professional Indemnity £1,500,000 in relation to any one claim			
C4	Does your organisation's own turnover in the last financial year exceed £1,500,000? If you are successful, you must be in a position to provide audited accounts if required, or other indications of your financial strength, prior to contract award.			
C5	Do you have the necessary numbers of qualified staff to service the requirement as set out in the guidance to this question, including cover for any self-isolation due to Covid? If you are successful, you must be in a position to provide evidence if required, prior to contract award.			
C6	Please provide the name and contact details of the person you would like the Council to liaise with regarding any queries about the financial position			

C7	<p>Please provide a description of up to 3 relevant contracts you have successfully delivered in the last 5 years that show experience that is relevant to the requirement, including details of:</p> <ul style="list-style-type: none">• Goods, works or services delivered• How these are relevant to this project• How the contract was delivered successfully to time and budget; include testimonials where possible• Contract value• Period over which the contract was delivered <p>Please also confirm that the Council may visit these contract sites if they so request.</p>
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NUMBER	OPERATING POLICIES	YES	NO	N/A
P1	Please confirm that your company has a Health and Safety Policy that has been reviewed within the past eighteen months			
P2	Please confirm that you have arrangements in place to manage chemicals used under the Control of Substances Hazardous to Health (COSHH) Regulations			
P3	Do you have a nominated competent person responsible for Health & Safety advice? If you are successful, you must be in a position to provide contact details.			
P4	Do you operate in accordance with a Quality Management System that is certified by a UKAS-accredited (or national equivalent) third party against ISO 9001 or an equivalent standard?			
P5	Do you operate in accordance with an Environmental Management System that is certified by a UKAS-accredited (or national equivalent) organisation?			
P6	Do you have an environmental policy statement committing your organisation to a programme of improvement?			
P7	Does your organisation have a modern slavery statement?			
P8	Do you use subcontractors to carry out work on your behalf?			
P9	If your answer is yes, do you ensure that all staff of any subcontractors receive induction and / or safety training before undertaking work?			
P10	Please confirm the agreed timescales within which you will pay all suppliers and sub-contractors.			
P11	Please list your organisations' professional accreditations or memberships that are relevant to this contract:			