**SECTION 2 - TENDER QUESTIONNAIRE**

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| **Section 1** | **Contact details and declaration** | |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |
|  |  |
| I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.  I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.  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.  I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.  I am aware of the consequences of serious misrepresentation. | |
| Signature |  |
| Date |  |

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| **Section 2** | **Potential supplier/contractor information** | | |
| Full name of the potential supplier/contractor submitting the information |  | | |
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| Registered office address (if applicable) |  | | |
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| Registered website address (if applicable) |  | | |
| Trading status (please tick) |  |  | |
| * public limited company |  |  | |
| * limited company |  |  | |
| * limited liability partnership |  |
| * other partnership |  |  | |
| * sole trader |  |  | |
| * third sector |  |  | |
| * other (please specify your trading status) |  |  | |
|  | | |
| * VCSE (Voluntary Community Social Enterprise) |  | |  |
| * SME (Small, Medium or Micro Enterprise) |  | |  |
| Company registration number |  | | |

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| **Section 3** | **Selection Questions** | |
| **Quality Criteria (see Tender Evaluation in Section 3 for % weighting)** | |
| 1. To demonstrate your understanding of the proposed works and how they will be delivered, please provide a summary of your proposed methodology and sequencing for the works at Trentabank. Include details of arrangements for site supervision, supervision of sub-contractors, and specific logistics associated with the site being in a remote location.   Please provide this response as a statement below of no more than 500 words. | |
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| 1. Please provide examples of recent previous experience working on public WC facilities of a similar scale to those proposed at Trentabank. If you have experience coordinating the construction of a ‘Changing Place’ facility, please include details of this.   Note that the new Building Regulations Approved Document T (Toilet Accommodation) applies to this project. Please include any details of public WC works you have undertaken since document T came into effect.  Provide your response below in a statement of no more than 250 words. | |
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1. Part of the Trentabank building, and all of the adjacent car park, needs to remain in operation throughout the works, for use by PDNPA staff and members of the public. (This is detailed further in the Schedule of Works contained within this Tender package).

Please provide examples of recent experience working on construction projects that were within close proximity to members of the public. Provide details of how you would manage the works at Trentabank to minimise disruption to staff and members of the public, and ensure their safety at all times.

Provide your response below in a statement below of no more than 250 words.

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| **Relevant experience and contract examples**  Please provide details of up to two relevant works contracts from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. | | |
|  | **Contract 1** | **Contract 2** |
| Name of customer organisation |  |  |
| Point of contact in the organisation |  |  |
| Position in the organisation |  |  |
| E-mail address |  |  |
| Description of contract |  |  |
| Contract Start date |  |  |
| Contract completion date |  |  |
| Estimated contract value |  |  |

If you cannot provide at least one example, in no more than 500 words please provide an explanation e.g. your organisation is a new start up.

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| Provide full details of any sub-contractors intended to be used on site (i.e. any persons that are not employed members of staff). This should include all sub-contracted labour and trades who will enter the site at any time.  If sub-contractors are intended to be used, please supply details of their management arrangement and indicate whether your company has worked with the proposed sub-contractors before/whether you have an established relationship working with them. | | | |
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| **Health and Safety** |  | | | |
| Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | YES |  |  |
| NO |  |  |
| **Insurance** |  | | | |
| Please self-certify whether you have or can commit to obtain before the commencement of any contract the levels of insurance set out in the Preliminaries. | YES |  |  |
| NO |  |  |

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| **Planning** |  | | | |
| Has the organisation had any enforcement action taken against it in the last three years? | YES |  |  |
| NO |  |  |
| **GDPR** |  | | | |
| General Data Protection Regulations came into force on 25 May 2018.  Please confirm if you are aware of the obligations that will apply to your organisation. | YES |  |  |
| NO |  |  |

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| **Section 4(a)** | **Grounds for mandatory exclusion\*** | | | |
| The detailed grounds for mandatory exclusion of an organisation are available on request, which should be referred to before completing these questions. | | | | |
| Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any criminal offence, corruption, fraud, terrorist offence of funding, money laundering or human trafficking: | | Yes |  |  |
| No |  |
|  |
| Has it been established that the organisation is in breach of obligations related to the payment of tax or social security contributions? | | Yes  No |  |  |
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|  |
| If you have answered yes to either question above please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, the identity of who has been convicted: | | | | |
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| **Section 4(b)** | **Grounds for discretionary exclusion\*** | | | |
| The detailed grounds for discretionary exclusion of an organisation are available on request, which should be referred to before completing these questions. | | | | |
| Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | | | | |
| Breach of environmental, social or labour law obligations,  Bankrupt or is the subject of insolvency or winding-up proceedings  Guilty of grave professional misconduct or distorting competition? | | Yes |  |  |
| No |  |
|  |
| If you have answered yes to the question above, please provide further details including what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground (Self-cleaning). | | | | |
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\*This Questionnaire is a self-declaration made by you that you do not meet any of the grounds for exclusion or if you do, you are given the opportunity to provide an explanation and measures taken (self-cleaning). This declaration also includes and relates to those sub contactors upon which you wish to rely.