

**Request for Quotation (RFQ)**

**INVITATION TO QUOTE FOR**

**QUOTE Ref: 2/6**

You are invited by Clackmannanshire Councilto quote for the provision of detailed in the attached brief documentation. Your quotation must be received by **Date @12:00 Noon** It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. Clackmannanshire Council may undertake not to consider quotations received after that time.

Clackmannanshire Councilare not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

By providing us with a quotation you agree to be bound by Clackmannanshire CouncilTerms and Conditions that are attached to the Public Contracts Scotland Notice which will apply to any contract awarded to you after you have provided us with our quotation.

|  |  |
| --- | --- |
| Acceptance of the terms and Conditions | Delete as appropriate |
| Do You accept the terms and Conditions of Supply as noted above?  Please note that selecting NO as a response may result in your offer not being considered. | **Yes / No** |

No variation, replacement, alternative or substitute terms and conditions shall apply to the contract unless such terms are subscribed by the Clackmannanshire Council Governance Manager.

This will be in accordance with section 3 of the Requirements of Writing (Scotland) Act 1995 and any attempt by the supplier to impose any alternative conditions (including the imposition of any clause superseding or constituting an entire agreement clause) shall be null and void and shall not be binding on the Council.

A copy of the terms and conditions applicable to this quotation are also attached to the electronic notice.

If you have any queries relating to the documentation, or would like to request further information, please contact the person named below. though the Public Contracts Scotland Advertising Portal http://www.publiccontractsscotland.gov.uk/

The Online Questions & Answers facility allows suppliers to submit queries online and purchasers can then manage and respond to clarifications online and circulate questions and answers to all suppliers on the interest list.

The Council use this function to handle questions and clarifications during this procedure. Rather than handling queries via email or telephone, all questions can be submitted and responded to online and stored along with other notice details for easy reference.

Suppliers are asked to use the online Q&A facility rather than submitting the query by email for example. After recording an interest in a specific notice, suppliers will be able to ask a question electronically and receive an automatic response when the query is answered.

Contract Responsible Officer

Yours faithfully

**Add your name here**

**Job Title**

**Brief Document**

Note: This document should be tailored to your requirements. The level of detail within the brief should adequately reflect the nature of your requirements and some of the information may not be necessary and can be omitted.

**Introduction**

The main aim and purpose of work should be indicated here. Include instructions for return of quotations; detail how the suppliers should structure their responses.

Your invitation needs to include both the Selection Criteria and Award Criteria (see below); however the Selection Criteria requires to be assessed before Award Criteria.

**Background**

The information provided here should be of sufficient length and detail to ensure the supplier has an understanding of why this work is being commissioned.

**Objectives**

**a. Scope of Services**

Briefly detail your project expectations and an outline method that could be adopted to achieve project outcome, this should be drafted in a manner that will encourage the supplier to incorporate their methodology to achieve the final deliverable.

**b. Outputs and Milestones**

Provide an outline project plan detailing timescale for the project including (where applicable):

* Scheduled meetings, include venue for meetings.
* What presentations and reports are required.
* Detail the format of draft and final reports expected stating the number of reports
* Outline final deliverables expected by your organisation within this project.

You may wish to specify anticipated outcomes of what you expect to be able to do as a result of this contract.

**Additional information**

Relevant additional information, as applicable to your project, may include, but is not restricted to;

* Details of funding or grants that apply to the project;
* Your organisation’s key contact details;
* Intellectual property rights which you wish to be retained by your organisation;
* Any sustainability issues that could impact on the contract i.e. recycled paper for reports;
* Any health & safety issues that may impact on the contract.

The Provider shall (and shall ensure that any of its Employees involved in the provision of the

Services) comply with any requirements under the Data Protection Act (DPA) Including the General

Data Protection Regulation (GDPR).

Contracts currently subject to the Data Protection Act 1998 will likely also be subject to GDPR. This

means that the Council must ensure that current and future procurement exercises (including

contracts entered into before the legislation comes into force) are compliant with GDPR and all

relevant procurement documents make reference to the new legislation.

The Council have noted the requirement to set out, in each contract involving the processing of

personal data with suppliers, details of the nature, scope and duration of any data processing with

any third party data processors.

**SCHEDULE (DATA PROTECTION)**

**Data Processing provision as required by Article 28(3) GDPR**.

This Schedule includes certain details of the Processing of Personal Data in connection with the supply of Goods or Services under this Contract: Please also refer to the terms and conditions attached to this contract.

|  |
| --- |
| Subject matter and duration of the Processing of Personal Data |
| insert description here |
| The nature and purpose of the Processing of Personal Data |
| Include description here |
| The type of Personal Data to be Processed |
| Include list of data types here |
| The categories of Data Subject to whom Personal Data relates |
| Include categories of data subjects here |
| The obligations and rights of the Purchaser |
| **The obligations and rights of the Purchaser as the Data Controller are set out in Condition 28 of the terms and conditions attached to the notice.** |

**Bidder information required by the Council**

|  |  |
| --- | --- |
| Name of Organisation |  |
| Address for all correspondence (incl. post code) |  |
| Telephone Number |  |
| E-mail address of contact |  |
| Website address (if applicable) |  |
| Address of Registered Office (If applicable) |  |
| Nature of Organisation (Legal status) |  |
| Names of the current company directors, or any other person having powers of representation or control of the company |  |
| Previous Names of company directors, or any other person having powers of representation or control of the company |  |
| Alias names of company directors, or any other person having powers of representation or control of the company |  |
| Date(s) of birth of company directors, or any other person having powers of representation or control of the company |  |
| Personal addresses of company directors, or any other person having powers of representation or control of the company |  |
| Previous home addresses of company directors, or any other person having powers of representation or control of the company (if current address is less than 5 years) |  |
| (Group of Companies)  If the Organisation is a member of a group of companies, please give the name and address and any company registration number of the immediate parent company and ultimate parent company if applicable . |  |
| If the bidder is a division or subsidiary, what is the relationship with the parent company |  |
| Provide a brief history of the bidder’s organisation, no more than 400 words, including details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures, etc which are currently in the public domain. |  |
| Company Registration Number (or alternative EU registration number). |  |
| VAT Registration Number (or alternative EU registration number). |  |

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| --- | --- |
| **SME**  Is the bidder a Small to Medium Sized Enterprise (<250 employees)? | **Yes  No** |
| **Supported Business** Is your organisation a supported business or will it provide for the performance of the contract in the context of supported employment programmes? | **Yes  No  No** |
| **Official List** Is the bidder registered on an official list of approved contractors, suppliers or service providers, or does it have an equivalent certificate issued by a certification body, e.g. under a national prequalification system?If you are a UK business, please select "Not applicable - I am a UK business" from the response options. | **Yes  No  Not Applicable** |
| **Contributions certificates** Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the public body or contracting entity to obtaining it directly by accessing a national database in any Member State that is available free of charge? | **Yes  No** |
| **Form of participation**  Is the bidder participating in the procurement procedure together with others? (Notably as part of a group, consortium, joint venture or similar) | **Yes  No** |
| **Reliance** Does the bidder rely on the capacities of other entities in order to meet the selection criteria set out in the selection section or the criteria and rules (if any) set out to reduce the number of candidates? | **Yes  No** |
| **Subcontracting**  Does the bidder intend to subcontract any share of the contract to third parties? (i.e. subcontractors not already listed as entities relied on) | **Yes  No** |

**Exclusion - Grounds relating to criminal convictions**

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| --- | --- |
| **The Common Law Offence of Conspiracy**  Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for the common law 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 on the fight against organised crime or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010, or any other offence within the meaning  of Article 57(1)(a) of the Directive as defined by the law of any EEA state or any part thereof? | **Yes  No** |
| **Corruption**  Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for:  a) 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 as defined in Article 3 of the Council Act of 26th May 1997 and Article 3(1) of Council Joint Action 98/742/JHA;  b) Bribery or Corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003, where the offence relates to active bribery or corruption  c) Bribery within the meaning of sections 1 or 6 of the Bribery Act 2010;  d) Any other offence within the meaning  of Article 57(1)(b) of the Directive as defined by the law of any EEA state or any part thereof? | **Yes  No** |
| **Terrorist offences or offences linked to terrorist activities** Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for terrorist offences or offences linked to terrorist activities; listed in section 41 of the Counter-Terrorism Act 2008; or Schedule 2 to that Act where the court has determined that there is a terrorist connection, or any other offence within the meaning  of Article 57(1)(d) of the Directive as defined by the law of any EEA state or any part thereof? | **Yes  No** |
| **Money laundering or terrorist financing** Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for:  a) Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; b) Money Laundering or Terrorist financing; 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;  c) Drugs trafficking, 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;  d) Any other offence within the meaning  of Article 57(1)(e) of the Directive as defined by the law of any EEA state or any part thereof? | **Yes  No** |
| **Child labour and other forms of trafficking in human beings**  Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for child labour and other forms of trafficking in human beings; any offence under Part 1 of the Human Trafficking and Exploitation (Scotland) Act 2015 or under any provision referred to in the Schedule to that Act, or any other offence within the meaning  of Article 57(1)(f) of the Directive as defined by the law of any EEA state or any part thereof? | **Yes  No** |

**Exclusion - Grounds relating to the payment of taxes or social security contributions**

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| **Payment of taxes** Has the bidder met all its obligations relating to the payment of taxes, both in the UK, and in the country in which it is registered, if that is not the UK? | **Yes  No** |
| **Payment of social security** Has the bidder met all its obligations relating to the payment of social security contributions, both in the UK, and in the country in which it is registered, if that is not the UK? | **Yes  No** |

**Exclusion – Blacklisting**

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| **Blacklisting** Has the bidder commited an act prohibited under the Employment Relations Act 1999 (Blacklists) Regulations 2010? | **Yes  No** |

**Exclusion - Information concerning environmental, social and labour law**

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| --- | --- |
| **Breaching of obligations in the fields of environmental law** Has the bidder, to its knowledge, breached its obligations in the fields of environmental law? | **Yes  No** |
| **Breaching of obligations in the fields of social law** Has the bidder, to its knowledge, breached its obligations in the fields of social law? | **Yes  No** |
| **Breaching of obligations in the fields of labour law** Has the bidder, to its knowledge, breached its obligations in the fields of labour law? | **Yes  No** |

**Exclusion - Information concerning insolvency**

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| **Bankruptcy** Is the bidder bankrupt? | **Yes  No** |
| **Insolvency** Is the bidder the subject of insolvency or winding-up proceedings? | **Yes  No** |
| **Arrangement with creditors** Is the bidder in an arrangement with creditors? | **Yes  No** |
| **Analogous situation like bankruptcy under national law** Is the bidder in any analogous situation arising from a similar procedure under national laws and regulations? | **Yes  No** |
| **Assets being administered by liquidator** Is the bidder in a situation that its assets are being administered by a liquidator or by the court? | **Yes  No** |
| **Business activities are suspended** Is the bidder in a situation that its business activities are suspended? | **Yes  No** |

**Exclusion - Grave professional misconduct**

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| --- | --- |
| **Guilty of grave professional misconduct** Is the bidder guilty of grave professional misconduct? | **Yes  No** |
| **Agreements with other economic operators aimed at distorting competition** Has the bidder entered into agreements with other economic operators aimed at distorting competition? | **Yes  No** |

**Exclusion - Conflicts of Interest**

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| --- | --- |
| **Conflict of interest due to its participation in the procurement procedure** Is the bidder aware of any conflict of interest due to its participation in the procurement procedure? | **Yes  No** |
| **Direct or indirect involvement in the preparation of this procurement procedure** Has the bidder or an undertaking related to it advised the organisation or contracting entity or otherwise been involved in the preparation of the procurement procedure? | **Yes  No** |
| **Early termination** Has the bidder experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract? | **Yes  No** |
| **Misrepresentation**  Can the bidder confirm that:   1) It has not 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  2) It has not withheld such information  3) It has been able, without delay, to submit the supporting documents required by an organisation or contracting entity, and  4) It has not undertaken to unduly influence the decision making process of the organisation or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award? | **Yes  No** |

The bidder must submit a self-declaration that they have not breached any mandatory exclusion grounds (or, if they have, they can demonstrate to the Council's satisfaction that they have taken self-cleansing measures) and that they meet the relevant selection criteria.

For further information please refer to Regulations 58 and 59 of The Public Contracts (Scotland) Regulations 2015 and Regulations 8, 9 and 10 of The Procurement (Scotland) Regulations 2016.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Date |  |
| Signature |  |

**Selection Criteria**

You should first assess suppliers on their **capability**. You should include your Selection Criteria together with any weightings for each area, or any minimum standards required. If the supplier(s) meet the thresholds you identified you should then assess them on your Award Criteria.

**Selection - Suitability**

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| **Enrolment in a relevant professional register**  The bidder is enrolled in the relevant professional registers kept in the Member State of its establishment (as described in Schedule 5 of the [Public Contracts (Scotland) Regulations 2015](http://www.legislation.gov.uk/ssi/2015/446/schedule/5/made)) | **Yes  No** |
| **Enrolment in a trade register** The bidder is enrolled in the relevant trade registers kept in the Member State of its establishment (as described in Schedule 5 of the [Public Contracts (Scotland) Regulations 2015](http://www.legislation.gov.uk/ssi/2015/446/schedule/5/made)) | **Yes  No** |

**Selection - Turnover**

The Public Contracts (Scotland) Regulations 2015 set out criteria in relation to economic and financial standing, such as the amount of turnover what the Organisation may ask for. To remove the obstacles to the involvement of SMEs in public procurement, the Organisation must not ask the bidders to have a minimum turnover which exceeds twice the estimated value of the contract

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| --- | --- | --- |
| **General yearly turnover** The bidder should provide its yearly turnover for the number of financial years specified: | **Years** | **Turnover £** |
| **Set up of economic operator**  Is it the case the information concerning turnover (general or specific) is not available for the entire period required? If so, please state the date on which the bidder was set up or started trading: | | **Year** |
| **Insurance - Professional Risk Indemnity £1,000,000**  The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in terms of Professional Risk Indemnity Insurance. | | **Yes  No** |
| **Insurance - Employers (Compulsory) Liability £5,000,000** The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of Employers (Compulsory) Liability Insurance cover indicated. | | **Yes  No** |
| **Insurance - All other types listed** The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of all other types of insurance cover indicated.  **Type**  **£** | | **Yes  No** |
| **Other economic or financial Requirements** | |  |

**Selection - Technical and Professional Ability**

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| --- | --- |
| **Relevant Examples**  1) For public works contracts only, please provide relevant examples of works carried out in the past five years as specified:  or  2) For public supply and public service contracts only, please provide relevant examples of supplies and/or services carried out during the last three years as specified (Examples from both public and/or private sector customers and clients may be provided): |  |
| **Educational and professional qualifications** The following educational and professional qualifications are held by the service provider, the contractor itself or its managerial staff: |  |
| **Tools, plant or technical equipment** Please provide details of relevant tools, plant or technical equipment available to you in relation to this procurement exercise: |  |
| **Subcontracting proportion** Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract: | **Percentage %** |

**Selection - Quality Assurance**

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| --- | --- |
| **Certificates by independent bodies about quality assurance standards** Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required quality assurance standards, including accessibility for disabled persons? | **Yes  No** |

**Selection - Environmental Management**

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| --- | --- |
| **Certificates by independent bodies about environmental management systems or standards** Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required environmental management systems or standards? | **Yes  No** |

**Selection – Real Living Wage**

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| --- | --- |
| **The Council and the Fair Work Convention recognise pay as a clear way that an employer can demonstrate a commitment to their workforce alongside wider Fair Work First criteria.**  Payment of the real Living Wage to workers on public contracts can be applied by all Scottish public contracting authorities and It is possible to require the real Living Wage to be paid to workers on public contracts, where:   * Fair Work First practices, including payment of the real Living Wage, is relevant to how the contract will be delivered; * it does not discriminate amongst potential bidders; * it is proportionate to do so; and * the contract will be delivered by workers based in the UK.   Please confirm that you pay the Real Living wage as calculated by the Resolution Foundation and overseen by the Independent Living Wage Commission | **Yes  No** |

**Award Criteria**

You may wish to include some of the following areas. Again, you should include any weightings you will be using within the Brief.

* Understanding of this specific project requirements
* Methodology and approach proposed
* Specific expertise proposed for the service
* Delivery / Timescales proposed
* Price

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| --- | --- | --- |
| Criteria | Weighting % | Response |
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All criteria must be relevant to the goods or services being provided.

Detail what Key Performance Indicators will be applied to the contract and ensure they realistically reflect what the final outputs and milestones, examples are:

* Time targets
* Productivity indicators
* Quality of service
* Demand
* Availability

**Award Price Criteria Fees and Costs**

Rates and prices shall be deemed inclusive of all additional expenses howsoever incurred.

| Requirement | Rate Per Hour(inc. overheads) | Rate Per Day (inc. overheads) | Total Price |
| --- | --- | --- | --- |
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Please state the rates to be charged for the provision of additional ad hoc data analysis, specific reports and presentations that may be required:

| Job Title | Rate Per Hour(inc. overheads) | Rate Per Day (inc. overheads) |
| --- | --- | --- |
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The quotation will be evaluated using the following criteria and weightings:

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| --- | --- |
| **Evaluation Criteria** | **Weighting** |
| **Selection Criteria** | **Pass or Fail** |
| **Award Criteria** | **%** |
| **Award Price** | **%** |

|  |  |
| --- | --- |
| **Scoring Methodology for Quality Criteria** | |
| **No. of Points** | **Definition\*** |
| **0** | Response does not meet requirements and/or is unacceptable |
| **1- 2** | Response partially meets requirements but contains material weaknesses, issues or omissions, is poorly articulated and/or is inconsistent. |
| **3-4** | Response meets requirements to a minimum acceptable standard, however contains some weaknesses, issues or omissions. Lacking detail and/or clarity. |
| **5-6** | Fit for purpose. Good in many respects. No significant weaknesses, issues or omissions. |
| **7-8** | Response meets requirements to a high standard. Robust, detailed, well articulated in all material respects. Minimal weaknesses, issues or omissions. |
| **9-10** | Response meets requirements to an exceptional standard. Robust, detailed, well articulated in all material respects. Minimal weaknesses, issues or omissions. Evidence of real insight, creativity and flair. |

**REMOVE THIS SECTION IF NOT APPLICABLE**

**PRE HEALTH & SAFETY QUESTIONNAIRE**

**WORKS**

This questionnaire must be completed prior to engaging a contractor for the purposes of conducting construction work on the Council’s behalf. This questionnaire is included within the Quick Quote procurement documentation for projects with a value of £10,000 to £49,000. Therefore this appendix to the CDM policy only needs to be completed separately if neither of the above procurement documents apply (i.e. if the project value is less than £10,000).

This Pre Works Health & Safety Questionnaire must be completed and returned before any works take place

Please provide an answer for all relevant questions.

If you need to submit additional pages – please attach.

If you have a current CHAS Certificate of Accreditation or equivalent, please provide a copy.

Note. For small companies who require assistance with completion of this Health & Safety Questionnaire or require general Health and Safety advice, free guidance is available from ‘Healthy Working Lives’. This includes advice on Health & Safety policy development, risk assessments, COSHH assessments etc. Please contact Tom Neilson, Healthy Working Lives Adviser on (Falkirk) 01324 673519 or mobile 07795 801465, Email: tneilson@nhs.net

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| **Part 1** |
| It is important that the person filling in this questionnaire understands the Health and Safety management processes and procedures that operate within their organisation and that someone competent in Health and Safety management reviews the form before the declaration is signed. |

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| --- | --- | --- | --- |
| **Declaration**  **I confirm that the information I have given in this form is a true and accurate statement of my organisation’s Health and Safety procedures.** | | | |
| **Name of person completing this form:** |  | | |
| **Name of organisation:** |  | | |
| **Position in organisation:** |  | | |
| **Signature:** |  | **Date:** |  |

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|  | **Part 2 – H&S Management** | | | | | | | | | | | | | | | | | |
|  | **Health and Safety Policy** | | | | | | | | | | | | | | | | | |
| 1 | If you have a written Health and Safety policy, please send a copy. An owner, director or a senior partner should sign it and indicate the date it was last reviewed. | | | | | | | | | | | | | | | Encl. | | |
| If not (if you have less than 5 employees) please sign the declaration of intent below:  **Statement of Intent (suitable for Companies/Contractors with less than 5 employees only)**  Our commitment to Health and Safety is as follows.   * To provide adequate control of the health, safety and welfare risks arising from our work activities which may affect employees or others; * To consult with our employees on matters affecting employees or others; * To provide and maintain safe plant and equipment; * To ensure safe handling and use of substances; * To provide information, instruction and supervision for employees; * To ensure all employees are competent to do their tasks, and to give them adequate training; * To prevent accidents and cases of work related ill health; * To maintain safe and healthy working conditions; * To ensure sufficient funds are available to implement this statement; * **To ensure that I/We will request and follow Clackmannanshire Council's Health & Safety Policy and associated Guidelines .**   To review and revise this statement as necessary at regular intervals not exceeding 12 months.  Position in organisation:  Signature:  Date: | | | | | | | | | | | | | | | | | |
|  | **Insurance** | | | | | | | | | | | | | | | | | |
| 2 | Certificates of Employers & Public Liability insurance -  Employers Cover required - £10,000,000  Public Liability Cover required - £5,000,000  **Provide copy please Provided - Yes No** | | | | | | | | | | | | | | | | | |
|  | **Arrangements** | | | | | | | | | | | | | | | | | |
| 3 | Please confirm who in your organisation has overall and final responsibility for Health and Safety. | | | | | | | | | | | | | | | | | |
| Name |  | | | | | | Position | |  | | | | | | | | |
| 4 | How is Health and Safety managed in the organisation? | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | **Competent Safety Advice** | | | | | | | | | | | | | | | | | |
| 5 | Please provide details of the person acting as your general Health and Safety adviser. This person can be the owner, any designated member of staff (with adequate H & S qualifications, knowledge and experience) or an external consultant. | | | | | | | | | | | | | | | | | |
| Name |  | | | | | | Position | | | Senior Consultant | | | | | | | |
| Company |  | | | | | | | | | | | | | | | | |
| Telephone |  | | | | | | Email | | |  | | | | | | | |
| This person is: | | | | | | | | | | | | | | | | | |
| A direct employee of the firm | | |  | | | An external consultant | | | | | | | | | |  | |
| Please describe the role they play in managing Health and Safety. You must describe the capacity in which your company has employed them in the last year and provide evidence of this. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Please provide details of their Health and Safety qualifications, relevant work experience, necessary skills and knowledge | | | | | | | | | | | | | | | | | |
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| Please describe and provide examples of how they keep their own Health and Safety knowledge up to date. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 7 | Please describe any sources your organisation uses to obtain Health and Safety information such as trade associations, internet sites, newsletters or publications. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 8 | Please list any safety organisations of which your organisation is a member, such as RoSPA, British Security Council, Workplace Health Connect, Healthy Working Lives (Scotland) or Business Link. | | | | | | | | | | | | | | | | | |
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|  | **Training and Information** | | | | | | | | | | | | | | | | | |
| 9 | Briefly describe how training needs are identified (including H&S) and how you ensure that all employees have appropriate qualifications/skills and experience for their assigned tasks. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 10 | Briefly summarise training you have provided to managers and workers over the last year. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | **Monitoring, audit and review** | | | | | | | | | | | | | | | | | |
| 11 | Do you have a system for: | | | | | | | | | | | | | | | | | |
| a. Monitoring procedures | | | | | | | | | | | | | | YES | | | |
| b. Auditing procedures at periodic intervals | | | | | | | | | | | | | | YES | | | |
| c. Reviewing procedures on an ongoing basis | | | | | | | | | | | | | | YES | | | |
| If, yes, please briefly describe in your own words how you review this system for Health and Safety performance. (Site inspections are one example of monitoring and recently completed examples should be included, as should a copy of the latest audit and any action plan developed as a result of the audit.) | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | **Workforce Involvement** | | | | | | | | | | | | | | | | | |
| 12 | Describe how you consult with employees on Health and Safety matters? Please state: | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | **Accident Reporting and Enforcement Action** | | | | | | | | | | | | | | | | | |
| 13 | Describe your procedures for recording and investigating accidents and incidents. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 14 | Who is responsible for reporting accidents, dangerous incidents etc to the HSE or appropriate enforcing authority? | | | | | | | | | | | | | | | | | |
| Name |  | | | | | Position | | | | |  | | | | | | |
| 15 | Please provide figures for any accidents in the last three years | | | | | | | | | | | | | | | | | |
|  | | Fatality | | Major injury or "over" seven day incapacitation | Riddor-reportable ill health | | | Dangerous  occurrences | | | | | Non-RIDDOR reportable | | | | Near  Misses |
| Year ending: | |  | |  |  | | |  | | | | |  | | | |  |
| Year ending: | |  | |  |  | | |  | | | | |  | | | |  |
| Year ending: | |  | |  |  | | |  | | | | |  | | | |  |
| 16 | (If applicable) please briefly describe two accidents investigated and any actions which arose from those investigations. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 17 | Please confirm your first aid arrangements, stating numbers of trained persons, and a description of how first aid cover is provided. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 18 | Please give full details of any enforcement notices or prosecutions the HSE or a Local Authority has served on you in the last five years. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 19 | Describe what actions you have taken as a result of such enforcement notices or prosecutions. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | **Subcontracting** | | | | | | | | | | | | | | | | | |
| 20 | Certificates of Employers & Public Liability insurance -  Employers Cover required - £10,000,000  Public Liability Cover required - £5,000,000      **Provide copy please Provided - Yes No** | | | | | | | | | | | | | | | | | |
| 21 | If you employ subcontractors or sub consultants, are there procedures to identify their H&S competency? | | | | | | | | | | | | YES  NO | | | | | |
| If ‘Yes’, please describe briefly what the procedures are including the name, job title and qualifications of the person responsible for ensuring the H&S competence of subcontractors/consultants. | | | | | | | | | | | | | | | | | |
| 22 | Briefly describe how you co operate with other contractors on site. | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | |
|  | **Risk Assessment & safe systems of work** | | | | | | | | | | | | | | | | | |
| 23 | Briefly describe what operational arrangements you have for protecting the safety of employees and third parties and for ensuring safe systems of work are in place.  This may include safe working procedures for working at height, safety instructions for using dangerous equipment, what to do if employees discover asbestos or suspected asbestos at work, and what personal protective equipment they have, such as safety boots, helmets and masks. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 24 | Who carries out risk assessments and what training, if any, have they received? If you use an external resource please explain the arrangement. Please provide 3 examples of completed risk assessments. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 25 | If you use generic assessments, please describe the review process and how you make them specific to a job or project. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 26 | Briefly describe the procedures you have in place if a dangerous situation arises on-site or in the workplace. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 27 | Briefly describe the details of your manual handling arrangements (if this applies). Include training provision (copies of certification if available should be provided) | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 28 | Briefly describe your arrangements for management of COSHH/hazardous substances (if this applies). | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 29 | Describe your arrangements for providing health surveillance for your employees (if applicable). | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 31 | Describe your arrangements for employees who may contact asbestos-containing materials (if applicable). | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 32 | Please confirm who is responsible for ensuring that portable electrical equipment is tested and inspected. | | | | | | | | | | | | | | | | | |
| Name |  | | | | | | Position | |  | | | | | | | | |
|  | **Welfare provision [contractors]** | | | | | | | | | | | | | | | | | |
| 33 | Describe onsite welfare facilities provided. | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | |
| 34 | Who is responsible for the identification and issue of appropriate PPE (Personal Protection Equipment)? Please describe your arrangements for the issue, use, storage and training of this equipment. | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | |



**COMMERCIALLY CONFIDENTIAL INFORMATION SCHEDULE**

Clackmannanshire Council has obligations in respect of the Freedom of Information (Scotland) Act 2002 and, subsequent to the award of contract, the following information relating to every RFQ/contract will be disclosed as a component of the Council’s Publication Scheme:

* Contract Title
* Contract Description
* Contract Period, including Extension Options
* Estimated Contract Value (value over the contract term, not the annual value)
* Name of the Successful Bidder
* Number of Proposals Received
* Evaluation Model where applicable, but with tenderer names not detailed (Tenderer 1, Tenderer 2, etc, etc)
* Contact Details for Further Information

As detailed previously in this document, information relating to the RFQ, in addition to that detailed above, may ultimately have to be disclosed in accordance with Clackmannanshire Council’s obligations under the Freedom of Information (Scotland) Act 2002.

Where companies consider that any information they have provided in relation to this RFQ is commercially confidential in so far as disclosure would substantially prejudice their commercial interests, they must detail said commercially confidential information in this schedule. Tenderers must also fully explain and justify exactly why disclosure would substantially prejudice their commercial interests.

The information detailed in this schedule will then be subject to a Clackmannanshire Council evaluation process to establish whether that information can indeed be considered as commercially confidential

The Provider shall (and shall ensure that any of its Employees involved in the provision of the Services) comply with any requirements under the Data Protection Act (DPA) Including the General Data Protection Regulation (GDPR) upon its commencement in May 2018

Certificate of Acceptance

**[Title]**

**2/6/**

The essence of selective Tendering is that the client shall receive bona fide competitive Tenders from all those Tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Tender any of the following acts

1. Communicate to a person other than the person calling for those Tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;
2. Enter into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted;
3. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed Tender for the said work any act or thing of the sort described above.

In this certificate, the word “person” includes any persons and any body or association corporate or unincorporated; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

Signed ........................................................ Date .......................................

On behalf of ........................................................

**TENDER**

I/We, the undersigned, hereby offer to supply to Clackmannanshire Council in accordance with the foregoing Conditions of Contract, the Service specified in the foregoing Schedule at the prices stated by me/us therein, commencing

N.B. The Schedules actually used for the quotation of prices must be signed by offerers on every page.

Signed ...................................................................Date ...............................…..

Name and Address of Firm ...............................................................................................…..

.....................................................................................................................................................

**ACCEPTANCE**

CLACKMANNANSHIRE COUNCIL ........................................................... 202

On behalf of Clackmannanshire Council, I hereby accept the above offer to supply the Service specified therein at the terms stated therein, commencing

Clackmannanshire Council

Kilncraigs

Alloa

......................................................................



**Declaration Certificate**

|  |  |
| --- | --- |
| **Contract Title** |  |
| **Reference** | **2/6/** |

**Please Read And Sign The Section Below.**

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the application.

I/We have inserted information in relation to the company named in this undertaking which is the company making the submission and not in relation to any Holding or Parent Company, Group or Subsidiary to which I/We belong.

I/We understand that false information could result in my/our exclusion from this, or any future tendering process and, exclusion from any other list of companies to be invited to tender by the Authority.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as to inducement or reward to any servant of a public body and that any such action will empower the Authority to cancel any contract currently in force and may result in my/our exclusion from any future tendering process.

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Date** |  |
| **On Behalf of** |  |
| **Position** |  |

A Director or other Senior Representative must verify this questionnaire.

Please note that the term “company” refers to: sole proprietor, partnership, incorporated company, co-operative as appropriate.

BEFORE RETURNING THIS QUESTIONNAIRE, PLEASE ENSURE THAT YOU HAVE: -

- Answered all questions appropriate to your application;

- Attached relevant documents ensuring that all attachments are clearly marked with the name of your company and the

number of the question to which they refer;

- Completed the undertaking above :

- Submitted any additional information requested.

**IF YOUR QUOTE IS SUCCESSFUL, YOUR RESPONSE TO THIS QUESTIONNAIRE WILL BE INCORPORATED INTO THE CONTRACT AWARDED TO YOU.**