**TR3a: Mandatory Questions**

1. Please respond to each of the below questions.
2. The pass/fail criteria for each of these questions is provided. Please consider your suitability to tender for this contract if your response to one or more of the below pass/fail questions leads you to conclude that your response(s) would constitute a ‘fail’.
3. All information will be verified at Contract award stage. If the Tenderer fails to supply evidence to demonstrate its compliance with any of the following questions at award stage, then its bid may be excluded.

**Mandatory Questions**

1. **Environmental, Social & Labour Obligations**

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 your organisation:

|  |  |
| --- | --- |
| **Breach of environmental obligations** | Yes / No [delete as applicable] |
| **Breach of social obligations** | Yes / No [delete as applicable] |
| **Breach of labour obligations** | Yes / No [delete as applicable] |
| If you have responded “yes” to any of the above three questions, please provide details below, including advising what actions the relevant organisation has taken to ensure no repetition. If you answer “yes” to any of these questions without providing suitable evidence of self-cleansing, your Tender may be excluded. |
|  |

1. **Financial Status**

Using your organisation’s latest balance sheet please provide the values of its Current Assets and Current Liabilities below:

|  |  |
| --- | --- |
| **Date Figures Recorded** |  |
| **Currency Used** |  |
| **Assets** (stock + debtor s+ prepayments + cash in bank) |  |
| **Liabilities** (creditors + bank overdraft + VAT owed + accruals) |  |

Your organisation’s assets must be equal to or more than its liabilities. If they are it will constitute a pass, if they are not, your Tender may be excluded. You may be asked to provide additional information to demonstrate financial status.

1. **Insurances**

Please self-certify whether your organisation already has, or will commit to obtain, prior to the commencement of the Contract, the minimum levels of insurance cover indicated below:

|  |  |
| --- | --- |
| **Employer’s (Compulsory) Liability Insurance - £5million** | Yes / No [delete as applicable] |
| **Public/Product Liability Insurance - £5million** | Yes / No [delete as applicable] |
| **[Professional Indemnity Insurance - £5million]** | Yes / No [delete as applicable] |

Answering “no” to any of the above may result in a fail and your Tender being excluded.

1. **Health & Safety**

Please self-certify that your organisation meets the following minimum criteria:

|  |  |
| --- | --- |
| **A Health & Safety Policy compliant with current legislative requirements** | Yes / No [delete as applicable] |
| **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 (or equivalent body) in the last three years?** | Yes / No [delete as applicable] |
| **If your organisation uses sub-contractors, does it have processes in place to check whether any of the above circumstances apply to these other organisations?** | Yes / No [delete as applicable] |
| If you have responded “no” to the first and third question above, or “yes” to the second question above, please provide details below, including details of any enforcement / remedial orders served and details of any remedial action or changes to procedures made by the relevant Consultant(s) as a result. A failure to provide this information, or if the College having reviewed this information considers the response to be unsatisfactory, may lead to your Tender being excluded. |
|  |

1. **References**

Please provide details of at **least one** Contract that is relevant to our requirement. Contracts should have been performed during the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. We will request references from the contacts prior to contract award to verify the information provided.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **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 ANNUAL Contract value** |  |  |  |

Failure to provide at least one reference, or explain the reason why this was not possible, will result in a fail. If you cannot provide at least one example of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

|  |
| --- |
|  |

1. **Terms and Conditions of Appointment**

Please confirm agreement to the proposed Terms and Conditions of Appointment:

|  |  |
| --- | --- |
| **Terms and Conditions of Contract at Appendix B** | Yes / No [delete as applicable] |

Answering “no” to the above question may result in a fail and your Tender being excluded.