

**Design and build for the**

**cultural and creative transformation works to the Passmore Edwards Building, Falmouth**

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| **PART B: Above Threshold Tender****Response Document** |

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| **THIS DOCUMENT IS TO BE COMPLETED BY THE SUPPLIERAND SUBMITTED TO** procurement@falmouthtowncouncil.com  |

**Closing date for submission of Tender**

**12:00hrs on 26/08/2025**

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| **NAME OF SUPPLIER:****Company Registration No:** |

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This is the Above Threshold Tender Response Document (Part B) for completion by the Supplier and return to the Authority in accordance with the instructions given in the Invitation to Tender Document (Part A).

**PART B**

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| COMPLIANCE WITH THE SPECIFICATION: I confirm I / we comply with all elements of the requirement and specification as outlined the Specification Document and within the other documents that comprise the Tender Pack. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission.  |
|  |

**SECTION 1 – PROCUREMENT SPECIFIC QUESTIONNAIRE (Stage ONE)**

Introduction

* 1. Public procurement is governed by regulations to ensure that procurement delivers value for money, competition, transparency and integrity.
	2. The Procurement Specific Questionnaire (PSQ) has been designed to help contracting authorities ensure that suppliers share the right information when participating in a procurement. This is separate from the formal tender submission (on how the supplier proposes to meet the tender requirements). The PSQ consists of three parts:
	3. **Part 1 - confirmation of core supplier information**: suppliers participating in procurements will now be expected to register on a central digital platform (CDP). Suppliers can submit their core supplier information and, where a procurement opportunity arises, share this information with the contracting authority via the CDP. It is free to use and will mean suppliers should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The CDP is available at <https://www.gov.uk/find-tender>. Part 1 provides confirmation that suppliers have taken these steps.
	4. **Part 2 - additional exclusions information**: procurement legislation provides for an ‘exclusion regime’ and a published ‘debarment’ list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). Suppliers must submit their own (and their connected persons[[1]](#footnote-2)) exclusions information via the CDP. This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.
	5. As part of a procurement, a supplier will need to also share additional exclusions information for any suppliers that they are relying on to meet the procurement’s conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are ‘associated persons’ and their exclusions information must be shared with the contracting authority.
	6. In addition to the sub-contractors who are being relied on to meet the conditions of participation (who are associated persons), suppliers will need to share an exhaustive list of all their intended sub-contractors, which will be checked against the debarment list.
	7. If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders.
	8. **Part 3 - conditions of participation**: contracting authorities may set conditions of participation which a supplier must satisfy in order to be awarded a public contract. They can relate to the supplier’s legal and financial capacity or their technical ability.
	9. Some of the information requested in the PSQ will be for information purposes only. Other information will be assessed by the contracting authority. This might include a pass or fail mechanism, or a threshold which the supplier must meet. Under certain procurement processes, a contracting authority might use the information shared via the PSQ as part of a selection process to limit the number of participating suppliers. For example, inviting the five suppliers that submitted the highest scoring responses. Where this is the case, the contracting authority will outline the maximum number of suppliers, and the criteria used to select the limited number of suppliers, in their tender notice (section 20(4)(a) of the Procurement Act and regulation 19(2)(d) of the Procurement Regulations 2024).
	10. Suppliers should note that contracting authorities have legislative duties to publish certain information which relate to the supplier in their contract award notices. This information includes, but is not limited to:
* details of the winning supplier’s associated persons
* details of the winning supplier’s connected person information
* for certain procurements over £5 million, details of unsuccessful bidders
	1. Where a supplier is unsure or requires any clarification, they should check with the contracting authority.

Other points to note.

* 1. The PSQ template within this document includes a self-declaration, made by you (the supplier).
	2. Exclusion grounds are set out in [Schedule 6](https://www.legislation.gov.uk/ukpga/2023/54/schedule/6) (mandatory) and [Schedule 7](https://www.legislation.gov.uk/ukpga/2023/54/schedule/7) (discretionary) of the Procurement Act 2023.

Consequences of misrepresentation

* 1. If you seriously misrepresent any factual information in filling in the PSQ, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

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| **No.** | **Question** |
|  | **Preliminary questions** |
| Q.1. | What is your company name? (supplier name or individual trading name) |
| **Insert name** |
| Q.2. | *Please ensure you are registered on the Government* [*central digital platform*](https://www.legislation.gov.uk/ukdsi/2024/9780348259728/regulation/6) *(CDP).* (Procurement Regulations 2024 – Regulation 6)What is your central digital platform [unique identifier](https://www.legislation.gov.uk/ukdsi/2024/9780348259728/regulation/8) (Procurement Regulations 2024 – Regulation 2024)? |
| **Insert unique identifier – Please download and share your documents** |
| Q.3. | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide: 1. the name of the group/consortium
2. the proposed structure of the group/consortium, including the legal structure where applicable
3. the name of the lead member in the group/consortium
4. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)
 |
| **Insert information** |
| Q.4. | **Where applicable** Please confirm which lot(s) you wish to bid for? |
| **Insert details** |
| Q.5. | Are you on the Government [debarment list](https://www.legislation.gov.uk/ukpga/2023/54/section/62) (Procurement Act 2023 - Regulation 62)? |
| [ ]  Yes[ ]  No**If yes, insert details** |
| **Part 1 – confirmation of core supplier information** |
| Q.6. | You must submit up-to-date core supplier information on the CDP and share this information with us via the CDP (either a share code or PDF download). This includes:1. basic information
2. economic and financial standing information
3. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies)
4. exclusion grounds information

Please confirm you have shared this information with us. |
| **Insert reference / file name** |
| **Part 2 – additional exclusions information**  |
| **Part 2A – associated persons** |
| Q.7. | Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor). The conditions of participation are outlined in Part 3. If so, please complete **Q8, Q9 & Q10** (otherwise **Q8, Q9 & Q10** are not applicable). |
| [ ]  Yes (See Q8, 9 & 10)[ ]  No |
| Q.8. | For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy. |
| **Insert name of supplier and brief description and role** |
| Q.9. | For each associated person, you must confirm they are registered on the CDP and have shared with us their information (either a share code or PDF download):1. basic information
2. economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity)
3. connected person information
4. exclusion grounds information
 |
| **Insert name of supplier and reference / file name** |
| Q.10. | Are any of your associated persons on the debarment list? |
| [ ]  Yes[ ]  No**If yes, insert details** |
| **Part 2B – list of all intended sub-contractors** |
| Q.11. | Please provide: 1. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain)
2. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number, charity number, VAT registration number, or equivalent
3. a brief description of their intended role in the performance of the contract

If you are not intending to sub-contract the performance of all or part of the contract, then this **question and Q12** are not applicable.If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders. |
| **Insert name of supplier – unique identifier – brief description** |
| Q.12. | Please confirm if any intended sub-contractor is on the debarment list.The debarment list can be found here insert link |
| [ ]  Yes (confirmed)[ ]  No (not confirmed)**If yes, insert sub-contractor(s) name and provide details** |
| **Part 3 – Questions relating to conditions of participation** |
| **Part 3A – standard questions** |
|  |
| Q.15. | Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below:1. Employer’s (Compulsory) Liability Insurance\* = £5m
2. Public Liability (inc. Product) Insurance = £10m
3. Professional Indemnity Insurance = £2m

\*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: [www.hse.gov.uk/pubns/hse39.pdf](http://www.hse.gov.uk/pubns/hse39.pdf). |
| [ ]  Yes (confirmed)[ ]  No (not confirmed)**Insert details of your insurances already in place****Insert details of your insurances which would be obtained following contract award (including information on how you will obtain this insurance – e.g. a quote)** |
| Q.19. | **Experience of sub-contractor management**Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) (which may be the intended sub-contractor(s) for this procurement or any others used previously). The description should include the procedures you use to ensure performance of the contract.Please include details how you are proposing to be contracting as a partnership under this contract |
| **Insert information** |
| Q.21. | **Health and safety**Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the contract (including risks from the use of contractors, where relevant)Please use no more than 500 words. |
| **Insert information** |

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| **No.** | Health and Safety –in accordance with CAS (Common Assessment Standards) |
| Q.22. | **Health and Safety Exemption(s):****Questions 22.1 – 22.21 need not be completed if your organisation meets the criteria identified in Q.22 below.**Does your company hold a valid Safety Schemes in Procurement (SSIP) Certificate or ISO 45001 by a UKAS (or mutually recognised by UKAS) accredited certification body?***NOTE:*** *Evidence of certification relating to ISO 45001/SSIP Certificate will be required at Preferred Supplier stage only.* *(If you have fewer than five employees, you are not legally required to write down your general policy, organisation or arrangements. However, you do need to be able to show that your arrangements are adequate per question below, in relation to the type of activity likely to be undertaken).* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.1 | Does your company have a H&S Policy?The policy should set out the responsibilities for effective H&S management throughout the company. If you have fewer than 5 employees, you may provide a written statement rather than a policy.***NOTE:*** *Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.2 | Does your company have a Drugs and Alcohol Policy?Your Drugs and Alcohol Policy should be approved by the appropriate company Director and regularly reviewed (within the last 12 months). Alternatively, this information may be provided as part of your H&S Policy or through another document. The policy must include as a minimum: • The preventative measures your company takes to ensure members of your workforce do not attend site under the influence of alcohol and/or drugs • Testing requirements, including frequency, substances tested for, and management of results • Post-incident and/or reasonable cause drug and alcohol testing• Return-to-duty testing process and unannounced testing programmes for workers following a policy violation and/or substance abuse treatment. ***NOTE:*** *Evidence of will be required at Preferred Supplier stage only.* *If you are a micro-business, you may provide a written statement rather than a policy.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.3 | Does your company have a Behavioural Safety Programme?***NOTE:*** *Evidence of will be required at Preferred Supplier stage only.*  |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.4 | Does your company have arrangements in place for the management of occupational health issues, including mental health and fatigue?Your Occupational Health Policy/suitable alternative should include the following:• Employee assistance programme • Participation in a mental health at work initiative Implementation of mental health core standards in Thriving at Work: the Stevenson/Farmer review on mental health and employers*NOTE: Evidence of will be required at Preferred Supplier stage only.* *If you are a micro-business, you may provide a written statement rather than a policy.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.5 | Is your company part of a fleet management scheme? This may include:• Construction Logistics and Community Safety (CLOCS) • Fleet Operator Recognition Scheme (FORS) for each depot that has been assessed • Truck Excellence • Van Compliance Scheme • Van Excellence • Other (please specify).If the company does not operate a fleet or commercial vehicles, please answer N/A.*NOTE: Evidence of will be required at Preferred Supplier stage only.*  |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed)[ ]  N/A |
| Q.22.6 | Does your company have arrangements in place to identify significant H&S hazards and produce risk assessments to support safe systems of work?This should demonstrate how the company identifies significant H&S hazards and how the assessed risks will be controlled. This could include: • Sample risk assessments • Safe systems of work • Method statements. *NOTE: Evidence of will be required at Preferred Supplier stage only.* *If you have fewer than five employees and do not have written arrangements, you should be able to describe how you achieve the above.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.7 | Does your company have arrangements in place to ensure that your H&S measures are effective in reducing and/or preventing work-related incidents, occupational ill-health and accidents?*NOTE: Evidence of will be required at Preferred Supplier stage only.*  |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.8 | Can you provide evidence of how the company of the arrangements which the company has made for putting its H&S policy into effect and for discharging its duties under current relevant H&S legislation?*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.9 | Does your company have access to competent H&S advice and assistance?Can you provide evidence of the name and competency details of the source of advice along with two examples from the last 12 months of advice given and action taken. The source of advice could include: • Competent employee• Consultant who provides H&S information and advice • Safety group• Industry trade body.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.10 | Does your company have arrangements in place to provide your workforce with training and other information appropriate for the activities that your company is likely to undertake? Evidence which could include: • Training manuals and/or training records • Evidence of a H&S training culture including records, certificates of attendance and adequate H&S induction training • Evidence of an active CPD programme • Example of ‘toolbox talk’ type training • Evidence of relevant training as required by H&S legislation or approved codes of practice (e.g. asbestos awareness training)*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.11 | Does your company have arrangements in place to ensure that your workforce has H&S and other relevant skills, knowledge and experience for the activities that your company is likely to undertake?This could include evidence of qualifications and/or experience of specific corporate post holders, for example board members, H&S advisor etc. relevant for the industry sector for both construction and non-construction activities to be provided. Other key roles should be named or identified and details of relevant qualifications and experience provided.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.12 | Does your company have arrangements in place for ensuring that your sub-contractors also apply H&S measures to a standard appropriate to the activities that your company is likely to undertake? This could include eEvidence of how you ensure sub-contractors are competent including: • Written procedures or arrangements • Documented examples of sub-contractor assessments you have carried out • How you require similar standards of competence assessment from sub-contractors • How you monitor sub-contractor performance.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed)[ ]  N/A |
| Q.22.13 | Does your company have arrangements in place to involve your workforce in the planning and implementation of H&S measures? Can you provide evidence, which is no more than 12 months old, of how consultation is carried out which could include: • Records of H&S committees • Names of appointed safety representatives (trade union or other). *NOTE: Evidence of will be required at Preferred Supplier stage only.*If you have fewer than five employees, please describe how you consult with your employees to achieve the consultation required. |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.14 | Does all your workforce (including those who are self-employed), who are working on construction sites undertaking a recognised construction occupation, hold the relevant CSCS Alliance Scheme cards? If no, it will be necessary to explain why at Preferred Supplier stage.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.15 | Does your company have arrangements in place to record and review any accidents, incidents and near misses, and to undertake appropriate follow-up actions? This could include evidence of how you record and investigate accidents, incidents and near misses, plus: • Records of the last two accidents/incidents and action taken to prevent recurrence • Information on enforcement taken by HSE over the last five years from the HSE website • Records of any enforcement action taken over the last five years What action was taken to put matters right.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.16 | Does your company have arrangements in place to ensure that, if a building is occupied where you are undertaking work, you properly consider the H&S of occupants, including residents, first responders and others in and around where you are working? This could include evidence such as previous examples of where you have done this (e.g. construction phase plan, consultation or risk assessments), which shows how you ensure that if a building is occupied where work is taking place, you take into consideration occupants including residents, first responders and others in and around the building. If this project relates to working at a school, you will need to make specific mention of considerations about the presence of children in the building.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.17 | Does your company fulfil any of the following Construction Design Management duty holder roles: • Principal Contractor • Contractor • Principal DesignerIf yes, please select all the duty holder roles that apply to your company.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.18 | Does your company have the skills, knowledge and experience necessary to fulfil your duty holder role(s) in a manner that secures the H&S of those affected by your functions and activities? This could include evidence of the skills, knowledge and experience of construction H&S in the company. For individual roles within the company this would include: • Site managers: Details of any specific training such as the CITB ‘Site Management Safety Training Scheme’ Certificate or equivalent. • Professionals: Details of qualifications (e.g. NEBOSH Construction, NVQ in Occupational Health & Safety, NCRQ in applied H&S, Higher National Diploma, Bachelor Degree etc.) and/or professional institution membership (e.g. APS, CIAT, ICS, ICE, RIBA etc) • Site operatives: Details of any relevant qualifications or training such as S/NVQ Certificate, apprenticeship Certificate, evidence of CSCS Alliance Scheme verified certification level, and evidence of a company-based training programme suitable for the work to be carried out.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.19 | Does your company have arrangements in place to review and develop its effectiveness in its duty holder roles? Evidence which should confirm that there are arrangements in place for reviewing and developing your effectiveness in the duty holder role(s) including: • Monitoring procedures • Periodic checking or auditing of procedures • Periodic reviews of practices and management response • Post-project review.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.20 | Does your company have arrangements in place to coordinate your work with other duty holders, and to ensure their cooperation with each other? This could include supporting evidence including: • Sample risk assessments • Procedural arrangements • How the company coordinates its work with other interested parties • Project team meeting notes.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.22.21 | Does your company have arrangements in place to ensure on-site welfare for your workforce? This could include supporting evidence including: • H&S Policy• Contracts with welfare facility providers including cleaning arrangements.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |

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| **No.** | Environmental Management in accordance with CAS (Common Assessment Standards) |
| Q.23 | **Environmental Management Exemption:** **Questions 23.1 – 23.5 need not be completed if your organisation meets the criteria identified below:**Does your company hold a valid BS EN ISO 14001 (or equivalent) issued by a UKAS (or mutually recognised by UKAS) accredited certification body or a valid EMAS Certificate?*NOTE: Evidence of certification relating to BS EN ISO 14001 or EMAS Certificate will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.23.1 | Does your company have an Environmental Management Policy? The policy should be relevant to the nature and scale of the company and set out the responsibilities for environmental management throughout the company, along with evidence the Environmental Management Policy which should be approved by the appropriate company Director and regularly reviewed (within the last 12 months) *NOTE: Evidence of will be required at Preferred Supplier stage only.**If you are a micro-business, you may provide a written statement rather than a policy.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.23.2 | Does your company have arrangements in place for ensuring that your environmental management procedures are effective in preventing and reducing significant impacts on the environment? Evidence that your company’s environmental management procedures: * Confirm how the company aims to discharge relevant legal responsibilities
* How these arrangements are communicated to your workforce, in relation to environmental matters including: sustainable materials procurement (e.g. BES6001, FSC/PEFC, waste management, energy management and carbon reduction).
* Includes arrangements for responding to, monitoring and recording environmental incidents, emergencies and complaints.

*NOTE: Evidence of will be required at Preferred Supplier stage only.**If you are a micro-business, you may answer N/A.* |
|   | [ ]  Yes (confirmed)[ ]  No (not confirmed)[ ]  N/A |
| Q.23.3 | Does your company have arrangements in place for providing relevant members of your workforce with training and information on construction-related environmental issues? This could include evidence, such as training manuals and training records, which shows that your company has training arrangements in place to ensure that the workforce has sufficient skills and understanding to carry out their various duties will be required at Preferred Provider stage only. This should include a programme of refresher training that will keep the workforce updated on relevant legal requirements, good environmental management practice and wider environmental issues such as noise. *NOTE: Evidence of will be required at Preferred Supplier stage only.**If you are a micro-business, you may answer N/A.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed)[ ]  N/A |
| Q.23.4 | Does your company have arrangements in place to check, review and, where necessary, improve your environmental management performance? This would include evidence that your company has a system for reviewing environmental management procedures on an ongoing basis and updating them at periodic intervals.*NOTE: Evidence of will be required at Preferred Supplier stage only.**If you are a micro-business, you may answer N/A.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed)[ ]  N/A |
| Q.23.5 | Does your company have arrangements in place for ensuring that your sub-contractors have environmental management procedures to a standard appropriate to the activities that your company is likely to undertake? This would evidence, such as your Environmental Management Policy or criteria to be on an approved supply chain register, that your company has arrangements for monitoring sub-contractor’s environmental management procedures. This should also ensure that environmental performance appropriate for the activity to be undertaken is delivered your company’s supply chain.*NOTE: Evidence of will be required at Preferred Supplier stage only.**If you are a micro-business, you may answer N/A.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed)[ ]  N/A |

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| **No.** | Quality Management in accordance with CAS (Common Assessment Standards) (WORKS ONLY) |
| Q.24 | **Quality Management Exemption:** **Questions 23.1 – 23.5 need not be completed if your organisation meets the criteria identified below:**Does your company hold a valid BS 99001 (or equivalent) or a valid BS EN ISO 9001 (or equivalent) issued by a UKAS (or mutually recognised by UKAS) accredited certification body?*NOTE: Evidence of certification relating to BS 99001 (or equivalent) or BS EN ISO 9001 will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.24.1 | Does your company have a Quality Management Policy? This would include evidence of a copy of your Quality Management Policy, which should be approved by the appropriate company Director and regularly reviewed (within the last 12 months). The policy should set out the responsibilities for quality management throughout the company. *NOTE: Evidence of will be required at Preferred Supplier stage only.**If you are a micro-business, you may provide a written statement rather than a policy.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.24.2 | Does your company have a Risk Management Policy? This would include evidence of a copy of your Risk Management Policy which should be approved by the appropriate company Director and regularly reviewed (within the last 12 months). The policy should confirm: * How the company identifies risks
* How they manage and review risk processes
* The responsibility for compiling and authorising risk/impact assessments
* How the company ensures site issues are incorporated into relevant risk/impact assessments
* How risk/impact assessments are communicated to the workforce, clients and sub-contractors, and how such briefings are retained
* Method statements refer to risk/impact assessments and that periodic reviews are undertaken.

*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.24.3 | Does your company have arrangements in place for ensuring that your quality management (including the quality of construction output and general performance) is effective in preventing or reducing incidents of sub-standard delivery? This would include evidence that demonstrates your quality management is effective throughout your company, including a complaints procedure and a procedure for managing non-conformance in products and services, with a clear indication of how the arrangements are communicated to the workforce. *NOTE: Evidence of will be required at Preferred Supplier stage only.**If you are a micro-business, this question is advisory.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed)[ ]  N/A |
| Q.24.4 | Does your company have arrangements in place for providing your workforce with quality-related training and information appropriate to the type of work your company carries out? This would include evidence, such as training records, which shows your company has a programme of training to ensure that the workforce is kept up to date with required knowledge about quality-related issues and has sufficient skills and understanding to discharge their various responsibilities, *NOTE: Evidence of will be required at Preferred Supplier stage only.**If you are a micro-business, this question is advisory.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed)[ ]  N/A |
| Q.24.5 | Does your company have arrangements in place for periodically reviewing, correcting and improving quality management?Evidence that your company has a system for monitoring quality management on an ongoing basis will be required at Preferred Provider stage only. Your company should be able to provide evidence of periodic review and improvement of quality in respect of construction output and general performance. *NOTE: Evidence of will be required at Preferred Supplier stage only.**If you are a micro-business, this question is advisory.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed)[ ]  N/A |
| Q.24.6 | Does your company have processes in place for the selection and monitoring of sub-contractors? This would include evidence of your Sub-Contractor Selection Policy which should be approved by the appropriate company Director and regularly reviewed (within the last 12 months). Alternatively, this could include copies of documents which should include the selection standard/criteria sub-contractors must meet and the quality monitoring arrangements of your sub-contractors.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.24.7 | Does your company have arrangements in place for ensuring that your sub-contractors apply quality management processes that are appropriate to the work for which they are being engaged? This would include evidence of your Quality Management Policy which should be approved by the appropriate company Director and regularly reviewed (within the last 12 months). Alternatively, this could include providing copies of documents, such as criteria to be on your supply chain register, which shows that your company monitors supplier quality management arrangements, ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your company’s supply chain.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.24.8 | Does your company have arrangements in place to ensure that all products and systems specified and used conform to the designated standards or independent certification, including ‘field of application’ data, as well as relevant regulations, and that those products and systems are only used for their intended purpose?For products with either designated standards (UK Conformity Assessed (UKCA), UK(NI) Marking or CE Marking) or independent certification, please provide supporting evidence, at Preferred Provider stage only, which could include: * A Quality Management Policy
* Documented procedures or processes
* Documents from suppliers
* A copy of a product's license mark which demonstrates compliance with the Code for Construction Product Information (CCPI)
* A procedure for managing conformance and non-conformance in products and services
* An inspection and test plan
* A benchmarking plan
* Certified independent test evidence. If your company issues the UK Conformity Assessed (UKCA) or UK(NI) Marking for your own products, then please upload a copy of your Factory Production Control (FPC) Certificate.

*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.24.9 | Does your company have arrangements in place to ensure that all construction products specified and used have product specifications that refer to classification standards as part of a sub-system, not just in isolation? This would include further information on your arrangements to confirm that where individual construction products and/or systems are brought together as part of the design or construction phase, they have suitable classification standards as part of a sub-system.*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |
| Q.24.10 | Does your company have arrangements in place to ensure that the installation of construction products and systems are checked and approved by a competent person? This would include evidence to be provided on: * A Quality Management Policy
* An inspection and test plan
* A benchmarking plan

*NOTE: Evidence of will be required at Preferred Supplier stage only.* |
|  | [ ]  Yes (confirmed)[ ]  No (not confirmed) |

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| **CONFIRMATION:** I confirm that:* to the best of my knowledge the answers submitted and information contained in this document are complete, accurate and not misleading
* upon request and without delay I will provide any additional information requested of us
* I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement
* I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement
 |
| **Question** | **Response** |
| Signature (electronic is acceptable) |  |
| Date |  |
| Contact name |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Organisation name |  |
| Postal address |  |

**SECTION 2 –** **AWARD Criteria (Stage two)**

* 1. Suppliers must provide method statements in response to the questions below, to describe how the comply with the requirements as set out in this ITT.

Pass / Fail Questions

* 1. Suppliers must provide a response to the compliance with the below Pass / Fail questions. Suppliers should note that this section will be assessed on a Pass / Fail basis. Therefore, if a Supplier cannot or is unwilling to answer ‘Yes’, their Tender will be deemed non-compliant and will be excluded from further consideration. Suppliers should confirm by deleting the inappropriate answer.

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| Confirmation of RIBA Chartered status (or equivalent): I confirm I / we comply with all elements of this requirement. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission.  |
|  |

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| Confirmation the Lead Consultant to act as Principal Designer status and the main Contractor to act as Principal Contractor under the CDM Regulations: I confirm I / we comply with all elements of this requirement. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission.  |
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| **Confirmation of acceptance to contracting under the stated terms of Contract**: I confirm I / we comply with all elements of this requirement. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission.  |
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Method Statements

* 1. Suppliers are required to respond to all of the method statements.
	2. Supporting information should be presented in the same order and should be referenced to the relevant method statement question. Supporting information which is not referenced will not be considered. Where word limits are applicable to a question these do not include the supporting information itself (certificates etc) however, references to any supporting material will be counted within the reply. Diagrams, pictures and charts embedded into the method statement response may include words but only to the extent that those words are necessary to enable the Evaluation Panel to understand or interpret the diagram, picture etc. Words contained within diagrams, pictures etc. will be disregarded for the purpose of the evaluation of a Supplier’s substantive response to the method statement. Referenced documentation and diagrams, pictures etc should only support an answer by its presence and not provide the answer by its content. Where word limits are applicable to a question, any words found to be over the limit shall not be evaluated.
	3. In order not to make this document too lengthy and unwieldy the response boxes are currently at minimum size; Suppliers should expand the box to accommodate their response as needed. Suppliers are advised that their response should be detailed but concise, responding to the question as succinctly as possible.
	4. When answering the method statement questions Suppliers must make sure that they answer what is being asked. Anything that is not directly relevant to the particular method statement question should not be included.
	5. Suppliers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses.
	6. Each method statement will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference to responses or information provided elsewhere in your Tender submission.
	7. Suppliers should refer to the of the Invitation to Tender Document (Part A) as a reminder of the evaluation criteria, weightings and how they are applied for each of the method statement questions.

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| **Understanding the brief** |
| The Invitation to Tender documents provides details of the services required and importantly the setting in which those services are to be provided. Accordingly, please provide your response to demonstrate your understanding of the brief and project and how you will meet the required timescales.We would be looking for you to highlight procedures, major issues, constraints, risks etc., and demonstrate your approach to achieving the objectives of creating a high quality and innovative new Museum.**WHAT DOES A STRONG RESPONSE LOOK LIKE?**A strong response would clearly evidence you understand the role and support which the appointed professional design services team would be expected to undertake, the scope and complexity of the overall scheme, the engagement with other partners as required outcomes.A strong response would include the submission of a methodology for undertaking the work which should include the following elements; * How individual consultants will work efficiently together with their team and others, identifying who is the lead consultant managing the day-to-day work;
* What you see as the main risks to the project success and how you will contribute to mitigate and manage them;
* What are the key objectives and elements of work and expertise you bring to them;
* Clear details on the methods and approach which you would undertake and confidence that the method and approach would be able to deliver quality outcomes to the satisfaction of the Council within the timeframe required.
* The tools, techniques and processes to be undertaken must be appropriately applied, proportional for the required delivery of the Contract and proven in delivering the outcomes required in this tender.

A strong response would highlight procedures, major issues, constraints, risks etc., and demonstrate the approach to achieving the objectives and importantly your understanding of the key principles to support a successful outcome.This should include the approach and methodology to be applied in that phase and including the tools, techniques and processes intended to be followed. A strong response would outline programme plan setting out the indicative support over the various stages. |
| **Supplier Response:** |

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| **The Design Team** |
| The design team is expected to comprise a lead consultant to bring together professional design team that includes but not limited to Architect, Cost Consultant, Services Engineer and Structural Engineer. For the historic building element of the scheme those selected to work on the project will be required to have full conservation accreditation with details of qualifications and experience included in the tender. However, any variations must be clearly stated, and any costs identified separately. **WHAT DOES A STRONG RESPONSE LOOK LIKE?**A strong response should indicate clear details for the design team to include the full range of professional advisers required to complete the project stages, plus some assurance on continuity to future stages which may come on stream depending on funding. A strong response would clearly indicate that the proposed team has the right blend of professional experience, knowledge and expertise required to work on such a prestigious project. The response would clearly indicate the roles which the individual team members would bring to project and how this project would benefit from their experience, knowledge and expertise.This experience, knowledge and expertise would also look to demonstrate a clear connection to work on similar projects of similar scale / reputation, in particular listed buildings (typically open / public buildings) within a historic and conservation context in a town centre location and how this would benefit this project including experience of working on grant funded projects.The response would provide detail on how the team would operate and provide assurance and confidence that the assembled team around how that team is set up robustly from a commercial / contractual basis. For example, Lead Practice and Associate model. As well as strong context around working within historic buildings, a strong response would clearly indicate credible experience of design within museum / gallery contexts that transform visitor experience.Where the design team is established from across independent personal or companies the proposal would provide details on who the team is, what companies are involved.We would be looking for details of the key individuals of the design teams CV’s and the demonstration through this that they have the right experience, knowledge and expertise, and that this is transferable and relevant to this project. This would include details on what projects that have been involved in and the role that they played. The individuals indicated should be those that will work on the project. |
| **Supplier Response:** |

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| **Delivery Method and Programme** |
| Please provide details on how you intend to approach the design of the project and how this will be taken forward with the Council. This should include setting out your methodology and approach to delivering this contract and the accompanying headline programme plan. Please set out what programme tools and techniques you would look to deploy to ensure delivery to programme and in line with client expectations, plus identification of key risk you would perceive for this contract, means of mitigation and how you would aim to deliver as successful and valued programme of works. Please include an outline programme.**WHAT DOES A STRONG RESPONSE LOOK LIKE?**A strong response would clearly indicate an understanding of the requirements as set out and what is necessary to delivery high quality outcomes. It will clearly set out the approach to be taken in the design work including both sign off from the Council at key stages and wider engagement with key stakeholders (e.g. Planning Authority).A strong response would set out the approach around undertaking the required activity, any previous experience in similar situations (e.g. design in historical and conservation settings, in a Cornish town or comparable settings) and how that knowledge and experience and expertise would be applied in the Contract delivery in relation to delivery the various RIBA Stages. A strong response would include an indicative programme and timeline which is credible in relation to the wider expectations of the Council’s vision and objectives. In addition, the response would provide clarity on expectations around response and delivery timescales for the services provided, as well as details on how issues would be escalated and resolved.To support any response, it may also include concept drawings that set out what the Council could expect as a delivered product.A strong response would look to highlight procedures, major issues, constraints, risks etc., and demonstrate your approach to achieving the objectives and importantly your understanding of the key principles to support a successful outcome.This would include the approach and methodology to be applied in that phase and including the tools, techniques and processes you intend to follow plus an outline programme plan setting out your indicative support over the various stages. |
| **Supplier Response:** |

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| **Construction delivery phase** |
| The construction and delivery phase will only commence based on formal instruction of the Council and will be subject to ensuring key elements are in place, including detailed Planning Permission and securing of necessary funding and agreement of final budgets. Subject to this instruction and based on the full approved design the construction work can commence.The main contractor shall ensure that all costs of labour and materials including all associated costs such as fees and charges to Statutory Undertakers should also be included.The construction methods will be of the highest standards in line with the status of such a building and industry standards, including the [Construction Playbook](https://www.gov.uk/government/publications/the-construction-playbook).In delivery of the Construction phase the Council would also be interested in how through this phase of the work the Contractor would be able to positively contribute to the local economy of Falmouth and the surrounding communities, for example, engagement with local supplier chain as part of overall construction and delivery phase.The response to this Method Statement is to provide a detailed method statement around how the Supplier will meet the requirements as set out in the associated around construction, build and delivery element, which would include details on the contractor(s) and associated teams they would assemble to undertake the construction aspects, evidence around their experience and skills around similar projects in such historically important buildings and settings and how this project would benefit from that experience.**WHAT DOES A STRONG RESPONSE LOOK LIKE?**A strong response would clearly indicate an understanding of the construction requirements as set out and understood at the time of this tender. It should recognise that the works consist of different skills and experience and as such may require an assembled team to cover the different functions, including but not limited to:1. Roofing Works
2. Fitting out and modifications within a museum / art / cultural space
3. Mechanical and electrical works
4. Internal alterations and modifications

It will clearly set out how each of the identified parts in the specification will be approached and met by the assembled team and provide confidence that the approach around undertaking the required activity to deliver successful formal construction work. As noted, a strong response could include indication of a strong track record around construction skills and experience required and how this track record and expertise could successfully be applied in relation to this actual Contract. This would include how the assembled construction team would the interpretation of the design, applying the necessary associated Regulations and compliance matters, setting out and constructing onsite to a high-quality standard.In relation to the construction aspects the construction team the response would provide a tangible link between the construction and delivery. This could include details of that track record through case study / references and testimonials.The response would also be clear around the contribution the Contractor would make within the local economy for example through the design and construction and phases the use of (and percentage total) of local supplier chain for sourcing of materials and / consultants. |
| **Supplier Response:** |

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| **Partnering and Collaboration** |
| As noted elsewhere in this tender pack, any resulting Contract with the Professional Services Team will be for support over a period of time, with a range of partner organisations plus a number of different contractors undertaking specific projects on the overall scheme.Accordingly successful progress on the project will need to build upon a long-term arrangement across partners, to deliver the overall vision and objectives. The appointed team will play a critical part in supporting the Council and key stakeholders to achieve the intended outcomes. As with all such projects, it is vital to ensure partners share the same ethos but also understand how to work with other stakeholders in a matrix team setting and advance the project in a way that effectively balances and takes account of the individual stakeholder needs and expectations.Please provide details of your partnering ethos and experience and how you would look to bring your experience of working on complex / matrix collaborative projects to this project.**WHAT DOES A STRONG RESPONSE LOOK LIKE?**A strong response would be clear on how the professional design services team members would work with both the Council and key stakeholders and other contractors, the approach they would adopt and the experience and credentials they have elsewhere which they would bring to this project to make it a success.A strong response would include also an indication of a strong track record regarding successful contract and project management and working collaboratively with key stakeholders. It would provide confidence on how this track record could successfully be applied in relation to this actual Contract and the expertise which the team would bring to delivery of this in any awarded Contract.This would likely include details on how the professional design services team would support the Council in any necessary community and stakeholder engagement. A strong response would provide examples of how, where and when you have implemented and delivered a successful complex project in an environment with a number of stakeholders, plus show your compliance with legislation and other legal conditions as appropriate, including supplying a statement of compliance or other confirmation.A strong response would clearly articulate:* The ability to engage and deal effectively with a range of people;
* Excellent written communication skills;
* An awareness of related current political and legislative agendas;
* Excellent awareness of Regulatory elements such as building planning, building control, environmental and community issues;
* Negotiating and influencing skills;
* Administrative, time management and budgeting skills;
* Digital media and IT skills;
* The ability to use initiative and work well in a matrix team;
* Experience of partnership and collaborative working;
* Flexibility and creativity;
* Project management and leadership qualities;
* Experience of working with Local Planning Authorities and Conservation Officers

Noting the requirement around assembling of both design and construction elements on this project a strong response would clearly indicate the legal relationships to be formed between the teams and provide confidence to the Council that the commercial relationship with the Council and the Lead contractor would be robust and commercially capable of delivering the necessary design and subsequent build elements. |
| **Supplier Response:** |

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| **Social Value Considerations** |
| The Applicant shall provide a Method Statement in accordance with the information provided. For the purposes of the consideration and application of this Tender, Social Value is defined as the additional added value or extra benefits able to be attributed to Social Value outcomes beyond the core requirements related to the spend. More details on the Social Value Act itself can be found here: <https://www.gov.uk/government/publications/social-value-act-information-and-resources/socialvalue-act-information-and-resources>Council requirements for the Applicant’s response to this Method Statement: is for the Applicant to provide a detailed method statement that focuses on how they would approach supporting Social Value considerations as part of the delivery of the Contract. In relation to this contract the Council sees the following as being areas where through the delivery of the Services positive outcomes to Social, Economic and / Environmental outcomes could be achieved, in particular:* Within the workforce this could be supporting apprenticeships, local employment, or contribution to the Local economy as a direct result of this Contract.
* Supporting environmental outcomes through design considerations and reduction of use of products / material that are harmful to the environment or working practices that minimise environmental damage), as well as making a positive contribution to the Council’s pledge around removing use of “single use plastics”.
* Details should be given in the tender response which highlight the measures which the tenderer will be taking to reduce its use of single use plastics wherever possible. More information can be found at: <https://www.sas.org.uk/about-the-movement/>
* Social outcomes may also include details on how the Supplier would look to support community initiatives and / or work to make a positive outcome within the wider community.

The above list is not exclusive or exhaustive but an indication on what are deemed to be relevant and proportional areas for Social Value consideration to this contract. **WHAT A STRONG RESPONSE LOOKS LIKE?**A strong response would outline clearly what would be done to contribute towards added Social Value if awarded the Contract, actually how the Supplier would go about doing this, and what tangible outcomes the Council could expect as a result.Linkages to how this would also support the Council’s wider aspirations would also be made clear.A Strong response would demonstrate commitment to deliver on the stated outcomes not simply be aspirational. |
| **Supplier Response:** |

Pricing Breakdown

* 1. Please complete details in relation to the accompanying Price Schedule 1.

Supplementary Information

* 1. Please provide in the box below any further information you feel necessary to support your pricing schedule which you have not provided elsewhere. This could be any additional information that is relevant, a summary of any assumptions made, or any statements to support the information provided in the pricing schedule above.

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**SECTION 3 – DECLARATIONS**

* 1. Suppliers’ attention is drawn to the Terms and Conditions of the Contract.
	2. This Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.

Freedom of Information exclusion schedule

* 1. Suppliers should state here which items of information (if any) supplied by them in their Tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Suppliers should state why they consider the information to be confidential or commercially sensitive.
	2. Disclosure of information is at the sole discretion of the authority.

Commercially sensitive information

I declare that I wish the following information to be designated as Commercially Sensitive:

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The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004 is:

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Tender Declaration: By supplying our submission I/We certify that:

The information supplied is accurate to the best of my/our knowledge and understanding.

I/We will provide the Contract at the price provided in my/our Tender.

The price provided in my/our Tender will not be subject to any increase otherwise than as determined in accordance with the Contract.

Unless and until a formal agreement is prepared and executed, the Tender Pack, our Tender, together with your written acceptance shall constitute a binding contract between us and we acknowledge that we shall be liable for costs in the event that we do not honour our obligations in accordance with our Tender and your subsequent acceptance thereof.

This is a bona fide Tender, 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.

I/we will not communicate to a person other than the person calling for those Tenders the amount or approximate amount set out in the Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary or required for the preparation of the Tender.

To the best of my/our knowledge and belief, no person or persons who is a Authority or, Officer, Servant or Agent of the Authority has any direct or indirect interest in or connection with the Supplier.

I/we have not and will not canvass or solicit any Member, Officer or Employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.

I/We understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an 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 will result in my/our exclusion from the Tender exercise.

I/We agree that the insertion by me/us of any conditions qualifying this Tender or any unauthorised alteration to any of the Tender Pack shall not affect the Agreement and may cause the Tender to be rejected;

I/We agree that this Tender shall remain open to be accepted or not by the Authority and shall not be withdrawn for a period of 6 months from this date.

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| **Signed** |  |
| **Name of Signatory** |  |
| **Role (e.g. Owner / Director)** |  |
| **Name of Organisation** |  |
| **Date** |  |

**APPENDIX 1 – Submission Checklist**

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.**

To ensure your Tender submission is evaluated properly, the Authority needs to have a complete response from you.

**Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.**

Please tick the appropriate box where you have completed the section.

|  |
| --- |
| **CHECKLIST:** |
| **Please also ensure that you have:** | **Y / N** |
| Declaration of compliance with the specification |  |
| Completed all sections of the Procurement Specific Questionnaire*(Your Tender will be non-compliant if you have not completed this schedule)* |  |
| Completed each section of the quality assessment including pass / fail questions and relevant method statements Add any particular schedule reference if this applies*(Your Tender will be non-compliant if you have not completed this schedule)* |  |
| Completed the Pricing Schedule in full as directed.*(Your Tender will be non-compliant if you have not completed this schedule)* |  |
| Completed the Freedom of Information Exclusion Schedule and signed the supporting declarations. |  |

1. Connected persons are persons who exercise (or have a right to exercise) significant influence or control over the supplier and those over which the supplier exercises (or has the right to exercise) significant influence or control. This includes majority shareholders, directors and shadow directors, parent and subsidiary companies and predecessor companies. The majority of the exclusion grounds state that they apply to the supplier or a connected person of the supplier. [↑](#footnote-ref-2)