**A seal jumping over water and a boat

Description automatically generatedTender Questionnaire**

**Co-op Car Park Toilet Block**

**High Street, Selsey**

**Company Name:**

**Section 2: Grounds for Mandatory and Discretionary Exclusion**

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| **2.1. Mandatory Exclusions** The bidder must confirm whether any of the following grounds apply to them or their organisation. Answer **Yes/No** and provide details if applicable:   * Convictions for corruption, fraud, money laundering, or terrorism-related offences. * Breaches of tax or social security obligations. * Employment of individuals with no legal right to work in the UK. | **YES/NO**  **YES/NO**  **YES/NO** |
| **2.2. Discretionary Exclusions** The bidder must declare whether any of the following circumstances apply:   * Bankruptcy, insolvency, or being subject to insolvency proceedings. * Grave professional misconduct that casts doubt on integrity. * Significant deficiencies in contract performance under a prior agreement. * Non-payment of taxes or social contributions not rectified | **YES/NO**  **YES/NO**  **YES/NO**  **YES/NO** |
| Provide details and any mitigating actions if answering "Yes" to any question above. |  |

**Section 3: Evaluation Criteria**

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| **Part 1: Technical and Professional Ability**   1. Describe your organisation’s experience in delivering similar play park projects, including:    * Number and scale of similar projects completed in the past five years.    * Client references and case studies of projects over £200,000. |  |
| 1. Submit qualifications and experience of the team proposed for the project, including key personnel roles (e.g., project managers, designers, engineers). |  |
| 1. Is the Company a Member of API? | **YES/NO** |
| 1. Demonstrate understanding of project requirements by providing:    * Proposed design concepts for the play park.    * Approach to meeting specific play park standards (e.g., EN 1176/1177). |  |
| **Part 2: Quality Assurance/Data Security**   1. Do you hold any quality assurance certifications (e.g., ISO 9001)? Provide evidence and attach certification. |  |
| 1. Describe your approach to ensuring quality control throughout the project lifecycle. |  |
| 1. Detail your training and certification process for ensuring the safety of staff and subcontractors. |  |

**Part 3: Insurance**

Provide evidence of the following insurance cover:

* **Public Liability Insurance**: Minimum £5 million.
* **Employers' Liability Insurance**: Minimum £10 million.
* **Professional Indemnity Insurance**: Minimum £1 million.

Include:

* Insurance provider details.
* Expiry dates of policies.
* Confirmation that cover levels meet or exceed stated requirements.

**Part 4: Compliance with Equality Legislation**

1. Confirm compliance with the Equality Act 2010 and provide details of how your organisation adheres to:
   * Non-discrimination in hiring and employment practices.
   * Provision of goods and services without discrimination.
2. Outline steps taken to promote diversity and inclusion within your organisation.

**Part 5: Environmental Management**

1. Do you hold environmental management certifications (e.g., ISO 14001)? Provide evidence if applicable.
2. Describe your organisation’s approach to environmental sustainability, including:
   * Minimising environmental impact during project execution.
   * Sustainable sourcing of materials for the play park.
3. Provide examples of how you have reduced carbon emissions or managed waste in previous projects.

**Part 6: Health and Safety**

1. Confirm compliance with relevant health and safety legislation, including:
   * Health and Safety at Work Act 1974.
   * CDM Regulations 2015.
2. Submit a copy of your organisation’s Health and Safety Policy.
3. Provide evidence of:
   * Risk assessments undertaken for similar projects.
   * Incident reporting and investigation processes.

**Conflict of Interest**  
  
I/we declare that the Company has no conflicts of interest in this contract.

**Modern Slavery Statement**

**A company must publish a Modern Slavery Statement if it meets the following criteria:**

* Structure: It is a commercial organisation, which includes companies or partnerships.
* Operations: It carries on a business or part of a business in the UK.
* Turnover Threshold: The organisation has a total annual turnover of £36 million or more, including the turnover of any subsidiaries.

Does the Company meet the criteria for publishing a Modern Slavery Statement? **YES/NO**  
  
If **YES**, please include a copy of the Statement with your Tender.

**References**  
Please provide the names of at least two commercial/government clients for whom your company has completed similar work in the last three years and confirm that they have agreed that they can be contacted by Selsey Town Council. Add additional clients as appropriate.

|  |  |
| --- | --- |
| Client 1 | Client 2 |
| Contact Name | Contact Name |
| Address | Address |
| Project | Project |
| Telephone | Telephone |
| Email | Email |

**Declaration**

**I/we declare that the information provided above it correct.**

**Signed: Date**

**Name : Position***(please print)*