# Suitability Assessment Questionnaire

|  |  |
| --- | --- |
| *for* |  |
| *for* | *Framework for Asbestos Removal and Disposal Contractors for the HSE* |

**Document ID** **QW2**

Office of Government Procurement

Suitability Assessment Works Contractors

Open Procedure

Document Reference ID-QW2 v.14

 27 January 2014

© 2014 Office of Government Procurement

Published by: Office of Government Procurement

Department of Expenditure & Reform
Government Buildings
Upper Merrion Street
Dublin 2

|  |  |
| --- | --- |
| **PROJECT TITLE:** Framework for Asbestos Removal and Disposal Contractors for the HSE | **DOCUMENT ID. QW2**  |

**SUITABILITY ASSESSMENT FOR**

**OPEN PROCEDURE**

**Introduction**

This questionnaire is issued in relation to a tender competition run by the open procedure. Its purpose is to obtain from a tenderer the information on which to base a suitability assessment so as to establish if the tenderer should go forward to tender evaluation for the award of a works contract with the Contracting Authority.

The term *tenderer* is used for an Individual (Sole) Trader, a Legal Partnership, a Consortium or any other type of Joint Venture that constitutes an acceptable entity for the purpose of this project.

**Note:** When a project supervisor role is required, the tenderer for that role must be an individual or body corporate in compliance with Health and Safety regulations.

**Note:** A Tenderer providing a significant part of the works with the remainder being outsourced to sub-contractors should include suitability evidence from those sub-contractors with the Tenderer’s suitability evidence as part of the Tenderer’s submission. The two sources of evidence should be treated as on from the Tenderer and assessed accordingly.

The document is in three main parts:

* Section 1 gives details of the project and the requirements. The Contracting Authority completes it prior to issuing the questionnaire.
* Section 2 is used to collect basic information about the tenderer. If the Contracting Authority requires details in addition to the standard details, the Contracting Authority must specify these requirements prior to the issuing the questionnaire as part of the tender documents. The tenderer must then use the questionnaire to provide the required details.
* Section 3 details the criteria that will be used to evaluate the suitability of the tenderer. Prior to issuing questionnaire as part of the tender documents, the Contracting Authority specifies the criteria that will be used; the tenderer must then use the form to provide the required details and to confirm that other required information is appended or will be submitted on request as indicated by completing the checkbox associated with each criterion.

This document is a protected MS Word form (text other than form fields is protected). The Tenderer should use only those fields marked ‘Tenderer Entry’. Other form fields containing project-specific information provided by the Contracting Authority must not be altered. Should a tenderer alter any project-specific information in the questionnaire and submit it in its amended state as the tenderer’s response, the tenderer will be automatically disqualified. The Tenderer should provide only evidence that is current up to the date of submission indicated below. All signatures must be supplied in hardcopy.

**Time and date for return of Questionnaire:**

|  |  |
| --- | --- |
| Latest Time and Date for receipt of completed Questionnaire and Tender: | 15:00hrs on Friday 03rd of March 2017  |
| Return Name and Address (if different from *Contracting Authority* details in Section 1, below). | Applications must be submitted via the Tender Box facility on www.etenders.gov.ie  |

**SECTION 1: PROJECT PARTICULARS**

**1.1 Project Information**

|  |  |
| --- | --- |
| **Project Title:** | Framework for Asbestos Removal and Disposal Contractors for the HSE.The Health Service Executive (HSE) is coordinating the establishment of a Framework of contractors on its behalf.The HSE invites applications from contractors who wish to be included on the Framework for the completion of asbestos removal and disposal works to units within the corporate estate of the HSE that may arise from time to time during the duration of the Framework.Contractors that are admitted to the Framework will be invited to participate in mini-competitions by the HSE for nominated works. |
| Approximate Size and General Description of the Works: | Works involve the removal and disposal of Asbestos Containing Material (ACM) as identifed in the building stock of the HSE. Approximate contract size will vary. |
| Main CPV Code: | 45262660, 45215100. |
| Form of Contract: | Framework Agreement for Construction Work (PW-CF9) using the Short Form Contract for Public and Civil Engineering Works (PW-CF6)         |
| Anticipated Start of Works Date: | Quarter 2, 2017 |
| Contract Period (months):  | The Framework is being established for two years with an option for the HSE to extend it for two further periods of 12 months.  |
| Bill of Quantities Method of Measurement: | A schedule will be issued with each mini competition |

**1.2 Contracting Authority Information**

|  |  |
| --- | --- |
| Contracting Authority Name: | Health Service Executive |
| Contracting Authority Address: | Health Service Executive,Oak House, Millennium Park, Naas, Co Kildare.  |
| Contact Name: | As notified on the e-tenders notice |
| Contact Address (if different from Contracting Authority): | N/A |
| Contact Telephone No: | As notified on the e-tenders notice |
| Contact Fax No: | As notified on the e-tenders notice |
| Contact Mobile Phone No: | As notified on the e-tenders notice |
| Contact Email Address: | As notified on the e-tenders notice |

**1.3 Contractor’s Role**

The successful tenderer is to be appointed to the roles outlined in the table below.

|  |  |
| --- | --- |
| Works Contractor: | **Successful tenderer will be appointed Works Contractor** on the project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013*.*  |
| Project Supervisor for the Construction Stage (PSCS): | on the project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013*.* |

|  |  |
| --- | --- |
| Health and Safety Coordinator (HSC): | for approval and appointment by the PSDP in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013*.* |
| Designer: | on the project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013*.* |
| Project Supervisor for the Design Process (PSDP): | on the project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013*.* |

* 1. **Project Category**

|  |  |
| --- | --- |
| Project categorisation for assessment of the tenderer and proposed specialists (using W3 form) where such specialists are required under section 1.6 below. |  |

* 1. **Health and Safety**

The successful contractor will be required to comply with the Safety, Health and Welfare at Work Act 2005 and any subsequent Safety, Health and Welfare legislation including the requirement to have a Safety Statement. The successful contractor will also be required to comply with the Safety, Health and Welfare at Work (Construction) Regulations 2013, particularly in relation to the appointment (as applicable) of the Works Contractor, Health and Safety Coordinator (HSC), Designer, Project Supervisor for the Construction Stage (PSCS), and the Project Supervisor for the Design Process (PSDP).

|  |
| --- |
| **Areas of work involving Particular Risks known to Contracting Authority at issue of questionnaire:** |
| The following list are the identified Particular Risks that will potentially be associated with this project using the non-exhaustive list as set out in Schedule 1 of SI 291 of 2013. A Preliminary Safety and Health Plan will issue with each call for mini competition from the Framework.Overhead E.S.B. Lines: YesUnderground E.S.B. Lines: YesUnderground Gas Mains: YesOther Underground Services: YesSite Entrance/Access & Egress: YesSafety at Road-works: UnlikelyPedestrian Safety: LimitedTraffic Management for Site Vehicles & Plant: LimitedExcavations: PossibleWorking at Heights: YesWater Safety: N/ASite Security: YesDangerous Substances: Yes - Asbestos Containing Materials Fragile Roofs: PossibleAsbestos: YesOther RisksRisk of:o Falling from a height: Yeso Burial under earthfalls: N/Ao Engulfment in swamplands: N/ARisk from Chemical or Biological substances: Potential Risk from ionising radiation: N/ARisk from high voltage lines: Potential Risk from drowning: N/AWork on wells, underground earthworks and tunnels: N/AWork by divers: N/AWork in a cassion: N/AUse of explosives: N/AAssembly and dismantling heavy prefabricated components: N/AFurther details will be included in the Preliminary Safety & Health Plan to be issued with the Tender Documents for each Mini-Competition project. |

* 1. **Specialists proposed by Tenderer (using Specialist Form W3)**

If proposing to use a Specialist, Applicants must complete the accompanying QW3 questionnaire and submit the required information outlined.

Each specialist subcontractor that the Tenderer proposes for the specialist areas listed in this subsection is evaluated on a Pass/Fail basis separate to the main Tenderer. A separate Questionnaire (W3) customized by the Contracting Authority is provided for specialist subcontractors with Pass/Fail evaluation criteria specific to the specialist area of work required. If more than one specialist is named for a particular specialist area, the specialists whose submissions are above the minimum standard will be recorded as pre-qualified and the Main Contractor (that is pre-qualified and successful at Tender stage) may use any of those qualified to carry out that specialist role.

|  |
| --- |
| The Tenderer is required, as part of the application, to propose at least one and up to**three** specialists (with details of subcontractors in response to the W3 questionnaire) who will be employed for each of the specialist areas listed below: |
| **Specialist Area of Work** | **% of project costs** |
| Asbestos removal and/or disposal  | Project Specific and determined by the Contracting Authority |
|   |       |
|       |       |
|       |       |
|       |       |

* 1. **Specialists selected by Contracting Authority (using Specialist Form W3)**

Not Applicable

|  |
| --- |
| The Contracting Authority conducted a separate competition for specialists and selected on the basis of suitability assessment a specialist or panel of specialists for each area of specialist work listed below. The Contracting Authority has included the names of these specialists in the main contract tender documents.  |
| **Specialist Area of Work** | **% of project costs** |
| None | N/A |
|       |       |
|       |       |
|       |       |
|       |       |

* 1. **Specialists novated by Contracting Authority**

Not Applicable

Novation' means the Works Contractor taking the place of the Contracting Authority, taking over a contract and finishing it under the terms of that contract so that the specialist work is completed under the control of the successful tenderer. The names of the specialists that are to be novated by the Contracting Authority, the applicable conditions of contract, the contract price and any other appropriate contract information will be disclosed in the tender documents or during the tendering period.

|  |
| --- |
| The Contracting Authority will conduct a separate competition for specialists, enter into a contract with them to start or be ready to start work before the main contract is awarded and then novate those specialists to the main contractor for each specialist area listed  |
| **Specialist Area of Work** | **% of project costs** |
| None | N/A |
|       |       |
|       |       |
|       |       |
|       |       |

* 1. **Other Works**

|  |
| --- |
| **Description of Other Works** |
| The works will require the removal of identified Asbestos Containing materials as a discrete project in itself or as part of a pre-works phase for wider construction works (which will not form part of the mini competition).  |
|       |
|       |
|       |
|       |

**SECTION 2: TENDERER DETAILS**

The Tenderer must complete this section.

Where a tenderer is a Consortium or Joint Venture, the main Tenderer’s questionnaire (complete with all common information) should be copied and filled out for each active member of that Consortium or Joint Venture. The questionnaires should then be presented as a single submission.

A separate questionnaire, *Suitability Assessment of Works Specialist* (QW3), is available to be filled out by each specialist to whom the Tenderer proposes to undertake the specialist areas of work listed in sub-section 1.6 above (if any). The completed specialist’s questionnaires should be presented with the main Tenderer’s questionnaire as a single submission.

* 1. **Main/Lead Tenderer**

|  |  |
| --- | --- |
| Name of Tenderer: | Tenderer Entry |
| Address of Registered Head Office: | Tenderer Entry |
| Address(es) of Other Relevant Office(s): | Tenderer Entry or NA |
| Date Business Commenced Trading: | Tenderer Entry |
| Company Telephone: | Tenderer Entry |
| Company Fax: | Tenderer Entry |
| Company Email Address: | Tenderer Entry |

Fill in this box if the company is a subsidiary.

|  |  |
| --- | --- |
| Name and address of parent company and interest parent has in tenderer company (for example, wholly owned by single parent company): | Tenderer Entry or NA |

Fill in this box if there are other companies in a group that will be involved in the contract.

|  |  |
| --- | --- |
| Name and address of other companies in the group involved in this contract: | Tenderer Entry or NA |

* 1. **Tenderer’s Authorised Representative**

There is no need to enter address, telephone, fax and email if identical to company details in 2.1.

|  |  |
| --- | --- |
| Name of Authorised Representative: | Tenderer Entry |
| Representative’s Address: | Tenderer Entry or NA |
| Representative’s Telephone: | Tenderer Entry or NA |
| Representative’s Fax: | Tenderer Entry or NA |
| Representative’s Email Address: | Tenderer Entry or NA  |

* 1. **Nature of Tenderer**

|  |  |
| --- | --- |
| Nature of Tenderer (for example, sole trader, private limited company, public limited company, Joint Venture): | Tenderer Entry |

Complete the relevant box below.

|  |  |
| --- | --- |
| **Limited Company (Public or Private)** |  |
| Company Registration Number: | Tenderer Entry or NA |
| Year established: | Tenderer Entry or NA |
| Number of years actively trading under present name: | Tenderer Entry or NA |
| Name of Chairman/CEO/MD: | Tenderer Entry or NA |
| Interest of Chairman/CEO/MD in other companies: | Tenderer Entry or NA |
| Changes to group structures or mergers over the past 5 years: | Tenderer Entry or NA |

This box is to be filled only by the Lead of a Legal Partnership, a Consortium or any other type of Joint Venture.

|  |  |
| --- | --- |
| **Consortium or a Joint Venture company** |  |
| Names of all members in Consortium or Joint Venture company: | 1. Tenderer Entry or NA  |
| 2. Tenderer Entry or NA  |
| 3. Tenderer Entry or NA  |
| 4. Tenderer Entry or NA  |
| Was Consortium or a Joint Venture company formed for this project? (Delete as appropriate.) | Tenderer Entry: Yes/No/NA |
| If you answered ‘No’ above, state number of years actively trading under present name: | Tenderer Entry or NA |
| Method of financing Consortium or Joint Venture company: | Tenderer Entry or NA |

* 1. **Additional Tenderer Company Details**

Additional details of the Tenderer’s Company are requested below if required

|  |  |
| --- | --- |
| Have the entities identifed above ever traded or operated under another name. If so, list those names and details.            | Tenderer entry           |

**SECTION 3: ASSESSMENT CRITERIA**

The criteria that will be used in evaluating submissions to see if they pass the suitability test are set out in this section. *All* are simple Pass/Fail criteria – these are requirements that must be met in full and if passed satisfy the suitability test.

The Tenderer must complete this section by attaching (where requested) the required information in appendices numbered according to the criteria here and then ticking the relevant box to confirm the attachment.

* For each criterion marked as **Response: REQUIRED**, Tenderers must provide the information specified in the corresponding section of the form no later than the date set for the return of the form and the tender, and, where appropriate, confirm in the box provided that it is included with the completed questionnaire in the tender submission. Failure to do so could invalidate the submission.
* For criteria marked as **Response: SUBMIT ON REQUEST**, Tenderers should provide the information if requested (that is if the Contracting Authority does not already have such up-to-date material on file) before the commencement of the evaluation exercise as notified by the Contracting Authority.
* For criteria marked as **Response: NOT REQUIRED**, Tenderers should not provide the information.
* For H&S criteria marked as **Response: Not Applicable**, Tenderers should not provide the information. This should be selected for all the criteria in a H&S supplement when the supplement is not required for the principal service(s) in the questionnaire.

If a tenderer is submitting multiple forms that require common information for any one project, it may be possible to submit such information just once, if clearance (in writing, e.g. letter or email) to do so is obtained in advance from the Contracting Authority.

After the closing date, Tenderers may be asked to clarify aspects of evidence supplied, by written submission, by interview or by both, for any of the suitability assessment criteria specified as **Required** or **Submit on Request**. If such clarification is requested, any additional material supplied must be strictly to supplement material already provided in the original submission.

**Applications by Consortium or Joint Venture:** Where a Tenderer is a Consortium or Joint Venture, the questionnaire is filled out for each member of that Consortium or Joint Venture and all the completed questionnaires are presented as a single submission. These questionnaires are then evaluated and marked as a single submission. All submissions are taken into account and evaluated on a pass/fail basis as if the information was submitted in one single questionnaire.

**Applications with Specialists Works:** A tenderer must propose at least one specialist for each of the Specialist Work Areas listed by the Contracting Authority at sub-section 1.6. For each area a specialist’s Questionnaire is provided by the Contracting Authority to be completed and evaluated for each specialist proposed for that area. The maximum number of nominees allowed is indicated at 1.6. At least one specialist must pass for each area to enable the main contractor to pass.

**Alternative Specialists**: Tenderers may propose alternative specialists to those the Contracting Authority proposes in the tender documents for Special Work Areas listed at sub-section 1.7. If Tenderers avail of this option they must complete the specialist’s Questionnaire (W3) prepared by the Contracting Authority so that each alternative specialist proposed can be evaluated. The maximum number of alternative specialists allowed for each specialist area of work is three. If the Tenderer is relying solely on its alternative specialists, at least one must pass for each area to enable the main contract Tenderer to have its tender evaluated.

**CONTRACTING AUTHORITY’S ASSESSEMENT SCHEME AND TENDERER’S SUMMARY**

Tenderer: Please use the tables below to ensure your submission is complete; for each criterion being used you should write Y (for yes) or NA (for Not Applicable) in the box under Tenderer’s Response to indicate that you have followed the relevant instructions in this questionnaire and provided the required information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.[[1]](#footnote-1)** | **Requirement/Criterion** | **Applicable[[2]](#footnote-2)** | **Type of Evaluation** | **Tenderer’s Response** |
| **3.1** | **TENDERER’S PERSONAL SITUATION** | **Yes** | **Pass/Fail Only** | Tenderer Entry |
| **3.2** | **PROFESSIONAL OR TRADE REGISTER** |  |  | Tenderer Entry |
| **3.3** | **FINANCIAL AND ECONOMIC STANDING** |
| 3.3a | Evidence of Turnover  |  |  | Tenderer Entry |
| 3.3b | Balance Sheet or Extracts from a Balance Sheet |  |  |       |
| 3.3c | Banker’s Letter |  |  |       |
| 3.3d | Other Financial/Economic Information/References |  |  |       |
| 3.3e | Professional Indemnity Insurance |  |  |       |
| 3.3f | Public Liability Insurance |  |  | Tenderer Entry |
| 3.3g | Employer Liability Insurance |  |  | Tenderer Entry |
| 3.3h | Performance Bond |  |  |       |
| **3.4** | **TECHNICAL CAPABILITY (Contractor competency)** |
| 3.4a | Educational and Professional Qualifications (Managerial) |  |  | Tenderer Entry |
| 3.4b | Educational and Professional Qualifications (Personnel) |  |  | Tenderer Entry |
| 3.4c | List Works carried out over the Past Years |  |  | Tenderer Entry |
| 3.4d | List Technicians or Technical Bodies involved especially those responsible for Quality Control and those whom the contractor can call on in order to carry out work |  |  | Tenderer Entry |
| 3.4e | A statement of the Average Annual Numbers of Persons Employed by the Contractor and those in a Managerial Position over the Past 3 Years |  |  | Tenderer Entry |
| 3.4f | A Statement of the Technical Equipment Available  |  |  | Tenderer Entry |

**CA Note:** Criterion 3.4a to 3.4f equally applies to the Contractor as a Designer. See variations in requirements under each criterion.

The Tenderer should check that the Health and Safety criteria in Section 3 have been completed according to the type of Health and Safety competency required at 1.3. Tick the boxes below as appropriate and then fill in the supplements to the main table as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor (3.4.1)** | [x]  | **PSCS (3.4.2)** | [x]  |
| **Designer (3.4.3)** | [ ]  | **PSDP/HSC (3.4.4)** | [ ]  |

**Contractor H&S Supplement**

The following supplement to the main table must **always** be filled in by the Contractor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Requirement/Criterion** | **Applicable** | **Type of Evaluation** | **Tenderer’s Response** |
| **3.4.1** | **TECHNICAL CAPABILITY (Health and Safety competence of Contractor)** |
| 3.4.1a | Educational and Professional Qualifications (Managerial) |  |  | Tenderer Entry |
| 3.4.1b | Educational and Professional Qualifications (Personnel) |  |  | Tenderer Entry |
| 3.4.1c | List Works carried out over the Past Years |  |  | Tenderer Entry |
| 3.4.1d | List of Technicians or Technical Bodies involved especially those responsible for Quality Control and those whom the contractor can call on in order to carry out work |  |  | Tenderer Entry |
| 3.4.1e | A statement of the Average Annual Numbers of Persons Employed by the Contractor and those in a Managerial Position over the Past 3 Years |  |  | Tenderer Entry |
| 3.4.1f | A Statement of the Technical Equipment Available |  |  | Tenderer Entry |

**PSCS Supplement**

When the PSCS role is required at sub-section 1.3, the following supplement must be filled in.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Requirement/Criterion** | **Applicable** | **Type of Evaluation** | **Tenderer’s Response** |
| **3.4.2** | **TECHNICAL CAPABILITY (Health and Safety competence as)** |
| 3.4.2a | Educational and Professional Qualifications (Managerial) |  |  | Tenderer Entry |
| 3.4.2b | Educational and Professional Qualifications (Personnel) |  |  | Tenderer Entry |
| 3.4.2c | List of Technical Services provided for Works over the Past Years |  |  | Tenderer Entry |
| 3.4.2d | List of Technicians or Technical Bodies involved especially those responsible for Quality Control |  |  | Tenderer Entry |
| 3.4.2e | A statement of the Average Annual Numbers of Persons Employed to Provide PSCS Services and those in a Managerial Position over the Past 3 Years |  |  | Tenderer Entry |
| 3.4.2f | A statement of the Technical Equipment Available  |  |  | Tenderer Entry |
| 3.4.2g  | Technical Facilities and Measures for Ensuring Quality of Services and Study and Research Facilities  |  |  | Tenderer Entry |

**Designer Supplement**

When the Designer role is required at sub-section 1.3, the following supplement to must be filled in

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Requirement/Criterion** | **Applicable** | **Type of Evaluation** | **Tenderer’s Response** |
| **3.4.3** | **TECHNICAL CAPABILITY (Health and Safety competence of Contractor as )** |
| 3.4.3a | Educational and Professional Qualifications (Managerial) |  |  |       |
| 3.4.3b | Educational and Professional Qualifications (Personnel) |  |  |       |
| 3.4.3c | List of Technical Services provided for Works over the Past Years |  |  |       |
| 3.4.3d | List of Technicians or Technical Bodies involved especially those responsible for Quality Control |  |  |       |
| 3.4.3e | A statement of the Average Annual Numbers of Persons Employed to Provide Design Services and those in a Managerial Position over the Past 3 Years |  |  |       |
| 3.4.3f | A statement of the Technical Equipment Available  |  |  |       |
| 3.4.3g  | Technical Facilities and Measures for Ensuring Quality of Services and Study and Research Facilities  |  |  |       |

**PSDP Supplement**

When the PSDP role is required at sub-section 1.3, the following supplement must be filled in.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Requirement/Criterion** | **Applicable** | **Type of Evaluation** | **Tenderer’s Response** |
| **3.4.4** | **TECHNICAL CAPABILITY (Health and Safety competence as Project Supervisor for the Design Process and Health and Safety Coordinator/this Supplement is Not Applicable[[3]](#footnote-3)** |
| 3.4.4a | Educational and Professional Qualifications (Managerial) |  |  |       |
| 3.4.4b | Educational and Professional Qualifications (Personnel) |  |  |       |
| 3.4.4c | List of Technical Services provided for Works over the Past Years |  |  |       |
| 3.4.4d | List of Technicians or Technical Bodies involved especially those responsible for Quality Control |  |  |       |
| 3.4.4e | A statement of the Average Annual Numbers of Persons Employed to Provide PSDP/SC Services and those in a Managerial Position over the Past 3 Years |  |  |       |
| 3.4.4f | A statement of the Technical Equipment Available  |  |  |       |
| 3.4.4g  | Technical Facilities and Measures for Ensuring Quality of Services and Study and Research Facilities  |  |  |       |

**Note: Whilst the criteria to follow are taken from Directive 2004/18/EC and SI Number 329 of 2006 they can equally be applied to works contractor procurements below EU thresholds3.1 EVIDENCE OF TENDERER’S PERSONAL SITUATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

If any one of the grounds specified in Article 54 of Directive 2004/17/EC (and Regulation 56 of S1 No 50 of 2007) or Articles 45 and 51of Directive 2004/18/EC (and Regulation 53 of SI No 329 of 2006) apply to the tenderer or any member of the tenderer Consortium or Joint Venture or their parent companies, the tenderer will be excluded from this competition[[4]](#footnote-4) (subject to footnote). To confirm that none of these grounds apply, the DECLARATION FORM[[5]](#footnote-5) supplied with this questionnaire (see Appendix A) must be included with the submission[[6]](#footnote-6) signed and witnessed within the past 12 months.

Prior to appointment, the successful tenderer will be required to produce a current tax clearance certificate or C2 certificate; or a statement of suitability on tax grounds and current certificates from a relevant non-Irish country.

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the standard declaration form relating to your personal situation(a) has been completed, signed, witnessed, and is included with your response as Appendix 3.1 (if Response is REQUIRED), or (b) will be completed, signed, witnessed and submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE: When the response is ‘REQUIRED’ and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

**3.2 ENROLMENT ON PROFESSIONAL OR TRADE REGISTER**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

Provide evidence of enrolment on a relevant Professional or Trade Register in accordance with **Article 54 of Directive 2004/17/EC (and Regulation 56 of SI No 50 of 2007) and Article 46 of 2004/18/EC (and Regulation 54 is SI No 329 of 2007)** and therequirements (if any) as identified by the Contracting Authority below.

The Applicant is required to unambiguously demonstrate their suitability to pursue this activity.

Applications must include:

a) ARCA membership certificate for 2016 confirming full current contracting membership of ARCA

or

b) For the purposes of establishing equivalency, all of the following information (Failure to submit all of this information will result in failure of this criterion):

- A copy of the Applicants Health and Safety Statement

- A copy of the Applicants Certificate of Incorporation

- A copy of the Applicants specimen Plan of Work including copy of Notification to the HSA of works

- Contact name and address of not less than five (5) referees, including copies of Site Clearance Certificates

- A copy of the Applicants current insurance schedule detailing Public and Employers Liability Insurance cover for work with asbestos (the evidence required by 3.3f and 3.3g below will satisfy this requirement)

- Number of employees, and a copy of the Training Policy for the Applicant including a Training Record (over the past 3 years) for each employee including annual refresher training details

- Information on the Training Service provider.

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the information requested(a) is attached with your response as Appendix 3.2 (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE: When the response is ‘REQUIRED’ and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

**3.3 EVIDENCE OF ECONOMIC AND FINANCIAL STANDING CRITERIA [ARTICLE 54 OF DIRECTIVE 2004/17/EC (and Regulation 56 of SI No. 50 of 2007) OR ARTICLE 47 OF DIRECTIVE 2004/18/EC (and Regulation 55 of SI No. 329 of 2007)]**

Information in 3.3 must be provided by the Tenderer, and, if the Tenderer is a subsidiary, by the Tenderer’s parent company.

Normally, if the Tenderer is a consortium, the combined total of turnover for all consortium members must be sufficient to meet the minimum turnover criterion in 3.3a. However, where onlyone member of the consortium has the skills, resources and experience to carry out the work, that member must have an average turnover sufficient to demonstrate the company’s financial capacity to undertake the work.

**3.3a EVIDENCE OF TURNOVER**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

Applications must include:

1) Appendix D declaration.

2) Confirmatory Note from the companies accountant/financial controller confirming average minimum turnover for the three (3) previous financial years (2013 - 2015), stating the year in question, the turnover amount, and the percentage of turnover specific to the removal and/or disposal of ACM. Minimum Average Annual Turnover specifically related to the removal and disposal of ACM over the 3 year period is €200,000 per annum.

Further confirmation/certification of this requirement may be required during the evaluation stage.

Combined total turnover for all members of a consortium must meet the minimum average annual turnover requirements. If only one member has the skills, resources and experience for the work, that member must comply with the minimum average annual turnover requirements specified above.

Note for Applicants Information:

Nominated Specialist turnover is not acceptable as suitable evidence for this criterion.

|  |
| --- |
| **Minimum Turnover** |
| **Area of Work / Business:** | **Overall Turnover to include other areas of business** |  **Turnover:** | **Turnover:** |
| **ACM Removal and Disposal** | **N/A** | **€ 200,000 per annum specifically related to the removal and disposal of ACM.** | **N/A** |

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the evidence requested (a) is attached with your response as Appendix 3.3a (if Response is REQUIRED) (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE: When the response is ‘REQUIRED’ and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

**3.3b BALANCE SHEET OR EXTRACTS FROM A BALANCE SHEET**

Not Required

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

The evidence should be in accordance with the requirements identified here (or if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided). Initially the declaration at Appendix “D” should be provided.

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the information requested (a) is attached with your response as Appendix 3.3b (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE: When the response is ‘REQUIRED’ and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

**3.3c BANKER’S LETTER**

Not required.

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

The tenderer must provide a letter from the tenderer’s current principal banker dated within past three months, stating that, to the best of its knowledge, this is the tenderer’s principal account and it is currently in good standing (*or* if for any valid reason this evidence cannot be provided then alternative evidence which is considered appropriate by the Contracting Authority may be provided). Initially the declaration at Appendix D should be provided with the tender submission.

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the information requested(a) is attached with your response as Appendix 3.3c (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE: When the response is ‘REQUIRED’ and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

**3.3d OTHER FINANCIAL/ECONOMIC INFORMATION/ REFERENCES**

Not Required.

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the information requested(a) is attached with your response as Appendix 3.3d (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE: When the response is ‘REQUIRED’ and a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

**3.3e PROFESSIONAL INDEMNITY INSURANCE**

Not Required

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

1. The level of cover as stated here:

|  |  |
| --- | --- |
| Minimum level of Professional Indemnity Insurance required for  | €0 |

1. The excess as stated here:

|  |  |
| --- | --- |
| Maximum permissible excess on Professional Indemnity Insurance below which the will bear the cost of claims | €0 |

1. Cover provided on an  basis;

1. The conditions provide for claims for breach of professional duty or civil liability as well as negligence;
2. Cover extends to include specialist advisers engaged as subcontractors by the tenderer;
3. Cover is provided in respect of Joint & Several liability;
4. The jurisdiction in which claims can be lodged and settled is IRELAND.

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that evidence that insurance can be obtained in accordance with the requirement (a) is attached with your response as Appendix 3.3e (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE: When the response is ‘REQUIRED’

If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion.

**3.3f PUBLIC LIABILITY INSURANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

Before appointment, the successful tenderer will be required to produce evidence from their Insurance Company in the form of the policy confirming that the tenderer has current public liability insurance cover complying with the requirement(s) set out below. Initially the declaration at Appendix D should be provided with the tender submission.

|  |  |
| --- | --- |
| Minimum level of Public Liability Insurance required in respect of any one accident below which the will bear the cost: | €6500000 |

Applications must include:

1) Appendix D Declaration on letter-headed paper of the Applicant (only).

2) A copy of the Applicant's current policy document and schedule.

The policy must specifically cover work associated with ACM removal and have no exclusions in relation to this activity. The description of the activities of the insured must be unambiguous in setting out that works involving ACM's are part of the insured contractors core business activity.

The cover must indemnify the Contrating Authority as principal and may include a requirement for a non-vitiation clause. This requirement will be enforced at Mini Competition.

Note for Applicants Information:

Nominated Specialist insurances are not acceptable as suitable evidence for this criterion.

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that evidence that insurance can be obtained in accordance with the requirement (a) is attached with your response as Appendix 3.3f (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

**3.3g EMPLOYER’S LIABILITY INSURANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

Before appointment, the successful tenderer will be required to produce evidence from their Insurance Company in the form of the policy confirming that the tenderer has current Employer’s Liability insurance cover complying with the requirement(s) set out below. Initially the declaration at Appendix D should be provided with the tender submission.

|  |  |
| --- | --- |
| Minimum level of Employer’s Liability Insurance required in respect of any one accident below which the will bear the cost: | €12700000 |

Applications must include:

1) Appendix D Declaration on letter-headed paper of the Applicant (only).

2) A copy of the Applicant's current policy document and schedule.

The policy must specifically cover work associated with ACM removal and have no exclusions in relation to this activity.The description of the activities of the insured must be unambiguous in setting out that works involving ACM's are part of the insured contractors core business activity.

The cover must indemnify the Contrating Authority as principal and may include a requirement for a non-vitiation clause. This requirement will be enforced at Mini Competition.

Note for Applicants Information:

Nominated Specialist insurances are not acceptable as suitable evidence for this criterion.

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that evidence that insurance can be obtained in accordance with the requirement (a) is attached with your response as Appendix 3.3g (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

**3.3h PERFORMANCE BOND**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

Before Starting Date of the Contract the successful tenderer will be required to produce evidence in the form of the Performance Bond complying with the requirement set out below. Initially the declaration at Appendix D should be provided with the tender submission.

|  |  |
| --- | --- |
| Performance Bond Requirement, as a percentage of the contract sum: |      % |
| Period after substantial completion for which a Performance Bond is required: |      Months |

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that evidence that a Performance Bond can be obtained in accordance with the requirement(a) is attached with your response as Appendix 3.3h (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

**3.4 EVIDENCE OF TECHNICAL CAPABILITY CRITERIA [ARTICLE 54 OF DIRECTIVE 2004/17/EC (AND REGULATION 56 OF SI No. 50 OF 2007) OR ARTICLE 48 OF DIRECTIVE 2004/18/EC (AND REGULATIONS 56 AND 57 OF SI No. 329 OF 2006)]**

In the context of technical capability the tenderer should carefully consider the responses in this sub-section in relation to the role of contractor that is required for the project as outlined in Section 1.

* Where the role of Contractor as Designer is required in sub-section 1.3, this role may be provided by in-house personnel or by subcontractor. When a subcontractor or in-house expert is proposed for the role of Contractor as Designer, include separate evidence in response to the criteria below. The supplement 3.4.3(HS) on Designer Health and Safety must also be completed.
* Where the roles required include PSCS or PSDP services the appropriate supplement, 3.4.2(HS) or 3.4.4(HS), should be completed.

In addition to the information described in sub-sections 3.4a to 3.4f hereunder, the Contractor must also provide the information described in the accompanying supplement 3.4.2.

**3.4a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

Tenderers must provide evidence of educational and professional qualifications (with dates obtained) and experience (on similar projects) of their management staff, and include the curricula vitae of the managerial staff and the organization structure in accordance with the requirements (if any) identified below. If Health and Safety evidence of the management staff’s educational and professional qualifications and experience in relation Works, Design, PSDP, PSCS or Health and Safety Coordinator is included here it should then be cross-referenced in Supplements 3.4.1a(HS), 3.4.2a(HS), 3.4.3a(HS) or 3.4.4a(HS) as appropriate: such evidence will always be assessed under those sections.

Applications must include:

1) Resume for one (1) manager and one (1) supervisor, that as a minimum details the following information:

- employment history with specific reference to ACM removal and disposal - minimum five (5) projects in last three (3) years.

- details of roles undertaken in ACM removal and disposal, to include responsibilities in the following phases; risk assessment, plan of work, air monitoring, clean certificate, and final handover

- evidence of training specific to ACM removal works as provided by an independent training provider - equivalent to min twelve (12) hours or two (2) days CPD over the past five (5) years

In addition -:

Please complete and submit Section A of the 'Company Organogram & Statement of Average Annual No’s of Persons Employed Declaration, to be submitted in response to section 3.4e. Please reference Appendix 3 of the Instructions document for this declaration.

Note for Applicants Information:

Where Applicants intend to make reliance on the educational and professional qualifications of their Nominated Specialist for the role of supervisor (only) for this criterion, these qualifications must be provided separately in response to section 3.4a of the Specialist QW3 suitability assessment questionnaire.

Health & Safety competence will be assessed separately in section 3.4.1a of supplement 3.4.1 to this QW2

Ability to discharge the PSCS service will be assessed separately in section 3.4.2a of supplement 3.4.2 to this QW2

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the information requested (a) is attached with your response as Appendix 3.4a (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE:

1. If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion

2.

**3.4b EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

Tenderers must provide evidence of educational and professional qualifications (with the dates obtained) of the tenderer’s personnel proposed for the project, including the curricula vitae of the personnel in compliance with the specific requirements (if any) identified below. If Health and Safety evidence of the educational and professional qualifications and experience of the tenderer’s personnel for the project on projects of a similar size and complexity in relation Works, Design, PSDP, PSCS or Health and Safety Coordinator is included here it should then be cross-referenced in Supplements 3.4.1b(HS), 3,4.2b(HS), 3.4.3b(HS) and 3.4.4b(HS) as appropriate: such evidence will be assessed under those sections.

Applications must include:

1) Resume for one (1) additional employee (other than Manager and Supervisor referenced in section 3.4a above) that has the following minimum details:

- employment history with specific reference to ACM removal and disposal – minimum of three (3) projects in last three (3) years

- evidence of training specific to ACM removal works as provided by an independent training provider – equivalent to twelve (12) hours or two (2) days CPD over the past five (5) years

- details of operational role undertaken in ACM removal and disposal works, to include responsibilities in the following phases: risk assessment, plan of work, air monitoring, clean certificate, and final handover

Note for Applicants Information:

Where Applicants intend to make reliance on the educational and professional qualifications of their Nominated Specialist personnel for this criterion, these qualifications must be provided separately in response to section 3.4b of the Specialist QW3 suitability assessment questionnaire.

Health & Safety competency will be assessed separately in section 3.4.1b of supplement 3.4.1 to this QW2

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the information requested (a) is attached with your response as Appendix 3.4b (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE:

1. If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion

2.

**3.4c LIST OF WORKS CARRIED OUT OVER THE PAST YEARS**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

Tenderers must supply details of works that the Tenderer has provided *over the previous three (3) years. Please disregard the dropdown figure above which indicates 5 - it should read 3.*

*Applications must include all of the following information:*

*Submit a B1 form covering the last three (3) years listing all works contracted to the Applicant that required notification to the HSA.*

*Applicants must supply details of works over the past three (3) years that are similar in nature to the scale and complexity of the works to be completed under this framework - the removal and/or disposal of ACM.*

*Provide details of three (3) works projects in the format outlined in Appendix B2 as follows:*

*- one (1) notifiable project*

*- one (1) non-notifiable project*

*- one other project*

*A separate Appendix B2 document must be provided for each project.*

*In relation to the notifiable project please submit a copy of the Notification sent to the HSA for the works project, NOTIFICATION FORM TO BE USED FOR ANY WORK INVOLVING ASBESTOS (S.I. No. 386 of 2006, Regulation 11 – Notification, as amended by S.I. 589 of 2010)*

*Include the initial risk assessment / pre works survey (site notification) for each project.*

*Include the plan of work prepared for each project in order to demonstrate the direct involvement of the managers/supervisors in its development and application during the project, including any revisions made on foot of site circumstances.*

*Applicants shall also familiarise themselves with the Framework Agreement (Schedules 1 to 4) for details of additional project specific information and checks that may be requested at mini competition stage.*

*For clarity, Applicants shall ensure that all information required is included in the appropriate section of each "Appendix B2" Form where prompted by the words "Contractor Entry"*

*For clarity, Applicants shall also ensure that the words “Works Contractor” are included in response to the ACTIVITY box of each "Appendix B2" Form where prompted.*

*Note for Applicants Information:*

*B2 Certificates from Nominated Specialists are not acceptable as suitable evidence for this criterion.*

The references (i.e. Certificates of Satisfactory Execution) required in relation to these projects should be submitted using the standard form provided at Appendix B2 and if appropriate Appendix B1 to this questionnaire to supply the necessary information in addition to supplementary requirements (if any) stated by the Contracting Authority below.

If Health and Safety evidence in relation to Works, is included here it should then be cross-referenced in Supplement 3.4.1c(HS), such evidence will be assessed under that section. Health and Safety evidence in relation to Design, PSDP, PSCS or Health and Safety Coordinator should NOT be supplied here – it must be dealt with separately in Supplements 3.4.2c(HS), 3.4.3c(HS) and 3.4.4c(HS) as appropriate.

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the Certificates of Satisfactory Execution (in the form provided at Appendix B2 of this questionnaire)(a) are attached as Appendix 3.4c (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE:

1. If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion, i.e. List Technical Services Provided for Works over the Past 3 Years

2.

**3.4d LIST of TECHNICIANS OR TECHNICAL BODIES INVOLVED ESPECIALLY THOSE RESPONSIBLE FOR QUALITY CONTROL AND THOSE WHOM THE CONTRACTOR CAN CALL ON IN ORDER TO CARRY OUT WORK**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

Provide details in the form of a list of the relevant technicians or technical bodies (other than in-house specialists, or specialist subcontractors identified for specialist work listed at subsection 1.5) upon whom the tenderer can call on in order to carry out the work or whom the tenderer can use in regard to quality control (Article 48.2(b) of Directive 2004/18/EC and Regulation 57 of SI No 329 of 2006). Particularly in the context of ensuring quality both in the administration of a project and the delivery of a high quality end-product. Include requirements (if any) listed below. Initially the declaration at Appendix E should be provided. Health and Safety evidence in relation to Works, Design, PSDP, PSCS or Health and Safety Coordinator should not be supplied here – it must be dealt with in Supplements 3.4.1 (HS), 3.4.2 (HS), 3.4.3 (HS) and 3.4.4 (HS) as appropriate.

Applications must include the Appendix E Declaration on letter-headed paper of the Applicant (only).

Note for Applicants Information:

Applicants should also familiarise themselves with Schedules 1 - 4 of the Framework Agreement for details of the project specific information relating to this criterion that may be requested at mini competition stage.

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the information requested (a) is attached with your response as Appendix 3.4d (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE:

1. If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion, i.e. List Technicians or Technical Bodies involved especially those responsible for Quality Control

2.

**3.4e A STATEMENT OF THE AVERAGE ANNUAL NUMBERS OF PERSONS EMPLOYED BY THE CONTRACTOR AND THOSE IN A MANAGERIAL POSITION OVER THE PAST 3 YEARS**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

Tenderers must provide evidence for three years of average annual manpower and management staff in accordance with the requirements (if any) identified below. If Health and Safety evidence in relation to in relation to Works, Design, PSDP, PSCS or Health and Safety Coordinator over the past 3 years is included here it should then be cross-referenced in Supplements 3.4.1e(HS), 3,4.2e(HS), 3.4.3e(HS) and 3.4.4e(HS) as appropriate: such evidence will be assessed under those sections.

Applications must include a completed 'Company Organogram & Statement of Average Annual No’s of Persons Employed Declaration' on letter-headed paper of the Applicant (only).

This Declaration is included separately in the Tender Documents as Appendix 3

Please complete the declaration in full and return it as Contractors response to SAQ item 3.4e.

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the information requested (a) is attached with your response as Appendix 3.4e (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

NOTE:

1. If a subcontractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion , i.e. A statement of the Average Annual Numbers of Persons Employed to Provide PSCS/ Design/ PSDP/SC Services and those in a Managerial Position over the Past 3 Years

2.

**3.4f A STATEMENT OF THE TECHNICAL EQUIPMENT AVAILABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE:**  |  |  |  |

Tenderer must provide evidence of technical equipment available to carry out the project, including evidence of technical equipment available to the tenderer’s specialists and the requirements (if any) listed below.

Applications must include the Appendix F declaration only on letter-headed paper of the Applicant (only).

Note for Applicants Information:

When requested, Applicants will be required to submit some or all of the information detailed in Schedule 2 of the Framework Agreement, as documentary evidence to substantiate Appendix F.

This evidence is not required to be included with the Application.

Note for Applicants Information:

Where Applicants intend to make reliance on a statement of technical equipment from a Nominated Specialist, this statement must be provided separately in response to section 3.4f of the Specialist QW3 Suitability Assessment Questionnaire.

|  |  |
| --- | --- |
| Tenderer Entry: Check the appropriate box to confirm that the information requested (a) is attached with your response as Appendix 3.4f (if Response is REQUIRED), or (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). | *[ ]* *[ ]*  |

|  |
| --- |
| On behalf of the Tenderer, I certify that the Tenderer is not guilty of misrepresentation in supplying or failing to supply the information requested in response to the questionnaire above, including: 1. The following completed declarations attached:
	* Self Declarations (i.e. D, F, E,)
	* Third Party Certification (i.e. Declaration at Appendix A)
	* Self Declaration Certificates (i.e. B1, B2)

  so as to demonstrate/confirm compliance with the relevant criteria.1. Supplement 3.4.1 with declaration (as appropriate) at Appendix G, or SafeTCert, or OHSAS 18001, or equivalent; also Self Declaration Certificates B1 & B2 in relation to Health and Safety and Self Declaration F, C1, C3, E.
2. Supplement 3.4.2 with declaration (as appropriate) at Appendix H, or SafeTCert, or OHSAS 18001, or equivalent; also Self Declaration Certificates B1 & B3 in relation to Health and Safety and Self Declaration C1, C4, E.
3. 'Company Organogram & Statement of Average Annual No’s of Persons Employed Declaration'.- ref Appendix 3 of the Instructions Document .
4. .

**Signed: Date:** For and on behalf of Tenderer (signature must be that of a Director/Principal with date in hardcopy) **Name:** Tenderer Entry[block letters]**Title:** Tenderer Entry[block letters]Note: The Declaration on Oath at Appendix A must be certified separately according to the instruction at Appendix A.CA: Only select what is relevant at (a) to (e) above and delete the opposite remaining items. |

1. The number references relate to Section numbers in the document. [↑](#footnote-ref-1)
2. Confirm which of the criteria are applicable by choosing ‘**Yes**’ for those being used and ‘**No**’ for those which are not. If ‘**No**’ is entered opposite any of the criteria in the third column titled ‘**Applicable**’ then ‘**No**’ should be entered in the forth column titled ‘**Type of Evaluation**’. If ‘**Yes**’ is entered opposite any of the criteria in the third column titled ‘**Applicable**’ then ‘**Pass/Fail**’ should be selected under the fourth column titled ‘**Type of Evaluation**’. [↑](#footnote-ref-2)
3. Delete as appropriate [↑](#footnote-ref-3)
4. Before a tenderer, in relation to a breach under 2(a)-(d) in form at Appendix A, is excluded the tenderer may make a case and provide supporting evidence as to why they should not to be excluded. The Contracting Authority must consider this evidence before making a decision whether to exclude or include the tenderer. [↑](#footnote-ref-4)
5. In Ireland and the UK this must always be witnessed in the presence of a Commissioner for Oaths. In other jurisdictions where there is no provision for a declaration on oath one of the alternative arrangements appropriate to the jurisdiction can be provided. [↑](#footnote-ref-5)
6. The declaration can be in the form of a certified copy signed by the tenderer or a person authorised to sign on behalf of the tenderer. It should be accompanied by a confirmation, signed by the tenderer or on behalf of the tenderer, that since the making of the declaration the legal situation of the tenderer regarding the circumstances in the declaration has not changed in any way that would prohibit the tenderer from making a new declaration on oat on the same basis. In relation to a certified copy the Contracting Authority should reserve the right to inspect the original at any time if considered necessary. [↑](#footnote-ref-6)