

**Supplier Qualification Information Database
(SQuID)**

Part 3 – Question Catalogue

SQuID DOCUMENTATION SET

This is one of three documents that describe the SQuID.

Part 1 – Introduction

Part 2 – Guidance on selecting questions

Part 3 - Question catalogue

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A - SUPPLIER ACCEPTABILITY

The question reference in *italics* in the **Question text** column is a Unique Reference Number. Once the question, and its answers, is in use on an e-procurement site (e.g. Bravo), we will not be able to amend it. Any new versions will have a new unique number.

Question	Question text	Answer	Guidance
SA.GEN.01	<p><i>SAGen001a01v03</i></p> <p>Regulation 57 (1-7) of the Public Contracts Regulations 2015 sets out grounds on which a bidding organisation must be deemed ineligible to tender for, or be awarded, a public contract.</p> <p>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</p> <ul style="list-style-type: none"> (a) conspiracy; (b) corruption; (c) bribery (common law offence); (d) bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983; (e) fraud, including - <ul style="list-style-type: none"> i. cheating the Revenue; ii. conspiracy to defraud; iii. fraud or theft; iv. fraudulent trading; v. defrauding the Customs/HMRC; vi. an offence in connection with taxation in the European Union; vii. destroying, defacing or concealing of documents; viii. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or ix. the possession of articles for use in frauds, or the making, adapting, supplying or offering to supply articles for use in; (f) any offence listed- <ul style="list-style-type: none"> (i) in section 41 of the Counter Terrorism Act 2008 (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; (g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by paragraph (f) (h) money laundering; (i) an offence in connection with the proceeds of criminal conduct; (j) an offence under section 4 of the Asylum and Immigration Act 2004; (k) an offence under section 59A of the Sexual Offences Act 2003; (l) an offence under section 71 of the Coroners and Justice Act 2009; (m) an offence in connection with the proceeds of drug trafficking; or (n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive. 	Yes / No	<p><i>The buyer will not select you to tender if any of the mandatory grounds for exclusion apply, unless you have included an adequate explanation and/or mitigating factors in SA.GEN01b</i></p> <p><i>You should check the full text of Regulation 57 of the Public Contracts Regulations 2015 and take legal advice where appropriate. The buyer may make its own checks and will require you to provide a record of convictions by responding to question SA.GEN01b.</i> http://www.legislation.gov.uk/ukxi/2015/102/contents/made</p> <p><i>If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion apply. Select “Yes” if these grounds apply to any consortium member.</i></p> <p><i>NB: If any of the mandatory grounds for exclusion become applicable after data has been submitted for a contract, you must inform the buyer. Failure to do so may cause any contract awarded to be terminated.</i></p>
	<p><i>SAGen001b01v02</i></p> <p>If you answered “yes” to question SA.GEN.01a provide details that will enable the buyer to determine whether or not it is required to exclude you under the mandatory grounds for exclusion laid out in Regulation 57 of the Public Contracts Regulations 2015.</p>	Text	<p><i>These details will be used to decide whether the conviction disclosed is one of the types listed in Regulation 57 which requires you to be excluded. If such a conviction exists, your organisation will be automatically excluded unless you can demonstrate evidence of your acceptability despite the existence of these grounds for exclusion. This would include adequate evidence of ‘self-cleaning’ (see Regulation 57 (13)- (17))</i></p> <p><i>The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.</i></p>

	<p>SAGen001c01v01</p> <p>Within the past five years has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	Yes/no	<p><i>The buyer will use this information to determine whether the mandatory grounds for exclusion apply to your organisation. If such grounds apply, your organisation will be automatically excluded unless you can demonstrate evidence of your acceptability despite the existence of these grounds for exclusion. This would include adequate evidence of 'self-cleaning' (see Regulation 57 (13)- (17))</i></p> <p><i>The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.</i></p>
	<p>SAGen001d01v01</p> <p>If you have answered "yes" to question SA.GEN.01c, please provide further details. Please confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>	Text	<p><i>If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion apply. Select "Yes" if these grounds apply to any consortium member.</i></p>

<p>SA.GEN.02</p> <p>Note to buyers: You cannot apply an automatic exclusion to any of these criteria. You will need to consider each one on a case by case basis, assessing any evidence that suppliers have self-cleaned.</p>	<p>SAGen002a01v02</p> <p>Regulation 57 (8) of the Public Contracts Regulations 2015 sets out discretionary grounds on which a bidding organisation may be deemed ineligible to tender for, or be awarded, a public contract. Should it become apparent to the buying organisation that any of the following situations has applied to your organisation within the past 3 years, or currently applies to your organisation, you may be excluded from the procurement. Select "Yes" if you wish to discuss any of these matters with the buying organisation.</p> <ul style="list-style-type: none"> a) your organisation has violated obligations in the fields of environmental, social and labour law; b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings; c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable; d) your organisation has entered into agreements with other economic operators aimed at distorting competition; e) your organisation has a conflict of interest with the buying organisation which cannot be remedied; f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition which cannot be remedied; g) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract which led to early termination of that prior contract, damages or other comparable sanctions; h) your organisation has been guilty of serious misrepresentation in supplying information during a procurement exercise, or has withheld such information or is not able to submit the supporting documentation; or i) your organisation has attempted to unduly influence the decision-making process of the contracting authority, or to obtain confidential information; or has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. 	Yes / No	<p><i>The buyer may exclude you from participation in a procurement procedure if, having investigated the circumstances, any of these grounds for exclusion is found to apply.</i></p> <p><i>If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion might apply.</i></p> <p><i>The buyer may include additional questions covering some of these grounds more specifically, for example, on conflicts of interest, on employment practices such as Blacklisting and False Self-Employment and on offences under Equalities, Environmental and Health and Safety legislation. See Regulation 56(2) for more details.</i></p>
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<p>SA.GEN.03</p> <p>Note to buyers: The answer to this question cannot be stored for re-use as the response will be related to the procurement.</p>	<p>SAGen003a01v01</p> <p>Are you (if an individual) or any of your directors, partners, shareholders, owners, officers, employees, agents or associates (if an organisation) related or connected to any elected officials of the buyer or any officers of the buyer involved in the procurement?</p>	Yes / No	<p><i>The buyer may not select a bidding organisation to tender without first having taken steps to avoid or mitigate any conflicts of interest.</i></p> <p><i>NOTE: In the event that you fail to declare a potential conflict of interest the buyer may cancel any contract awarded.</i></p> <p><i>If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether any conflicts of interests apply. Select "Yes" if this applies to any consortium member.</i></p>
	<p>SAGen003b01v01</p> <p>If you answered "yes" to question SA.GEN.03a provide details.</p>	Text	

SA.GEN.04	<p><i>SAGen004a01v01</i></p> <p>Have you, or has your organisation been found to have employed the practice of 'blacklisting' in the last three years?</p>	Yes/No	<p><i>If you or your organisation has used or run prohibited lists within the last 3 years, as defined in The Employment Relations Act 1999 (Blacklists) Regulations 2010, you must disclose this.</i></p> <p><i>The buyer may deem you ineligible to tender unless you can demonstrate adequate evidence of 'self-cleaning' (see Regulation 57 (13)- (17)). The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the misconduct.</i></p>
	<p><i>SAGen004b01v01</i></p> <p>If you answered 'yes' to question SA.GEN.04a please include details here, outlining the circumstances, including actions you have since taken to put matters right, as described in the guidance to this question.</p>	Text	<p><i>If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion apply. Select "Yes" if these grounds apply to any consortium member.</i></p>
SA.GEN.05	<p><i>SAGen005a01v01</i></p> <p>Have any of your organisation's tax returns submitted on or after 1 October 2012;</p> <p>a) Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; or</p> <p>b) Been found to be incorrect as a result of:</p> <ul style="list-style-type: none"> ▪ HMRC successfully challenging your organisation under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or ▪ a tax authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or ▪ the failure of an avoidance scheme in which your organisation was involved and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which your organisation is established. 	Yes/No	<p><i>The buyer may deem you ineligible to tender if any of these grounds for exclusion apply.</i></p> <p><i>If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion apply. Select "Yes" if these grounds apply to any consortium member.</i></p>
	<p><i>SAGen005b01v01</i></p> <p>If you have answered "yes" to SA.GEN.05a, provide details of any mitigating factors that you considers relevant and that you wish the Authority to take into consideration. This could include, for example:</p> <ul style="list-style-type: none"> • Corrective action undertaken to date; • Planned corrective action to be taken; • Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or • Changes in financial, accounting, audit or management procedures since the OONC. 	Text	<p><i>In order that the Authority can consider any factors raised, the following information should be provided:</i></p> <ul style="list-style-type: none"> • <i>A brief description of the occasion, the tax to which it applied, and the type of "non-compliance" e.g. whether HMRC or the foreign tax authority has challenged pursuant to the GAAR, the "Halifax" abuse principle etc.</i> • <i>Where the OONC relates to a DOTAS, the number of the relevant scheme.</i> • <i>The date of the original "non-compliance" and the date of any judgement, or date when the return was amended.</i> • <i>The level of any penalty or criminal conviction applied.</i>

B - ECONOMIC / FINANCIAL STANDING

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Question	Question text	Answer	Guidance
FS.GEN.01	<i>FSGen001a01v02</i> Are you registered for VAT?	Text	<i>This information is for verification only but the buyer may exclude you if you provide incorrect information.</i>
	<i>FSGen001b01v01</i> If so, please provide registration number	Number	<i>If you are not registered for VAT this will not necessarily preclude you from bidding. If you are bidding as, or on behalf of, a consortium, you should either provide the lead member's details here, or state that, if selected, the body will register and comply with relevant VAT legislation.</i>
FS.GEN.02 Note to buyers: If you intend to use the DUNS number to obtain a D&B "failure score", or the services of another credit reference agency, make sure you explain this and update the guidance to bidding organisations, explaining which third party organisation you will use and any thresholds set. You are advised not to base your financial appraisal solely on a DUNS 'failure score'	<i>FSGen002a01v02</i> Is your organisation (please indicate the option that applies): i) a public limited company ii) a limited company iii) a limited liability partnership (LLP) iv) other partnership v) a sole trader vi) a consortium vii) other (please specify).	Text	<i>This information will be used for identification purposes only but the buyer may exclude you if you provide incorrect information. If you are bidding as, or on behalf of, a consortium, please select this option and describe your organisation as requested,</i>
	<i>FSGen002a02v01</i> If your organisation is a consortium please provide the following information (if not please state Not Applicable): i) Company names and registration numbers (if applicable), of all consortium members ii) The lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created) iii) If the consortium is not proposing to form a legal entity please give details of the proposed arrangements.	Text	
	<i>FSGen002b01v01</i> Provide your company or LLP registration number (if applicable).	Text	
	<i>FSGen002c01v02</i> Provide your Dun & Bradstreet (DUNS) registration number. <i>If you are not currently registered you must obtain a free DUNS number for your business by visiting http://www.dnb.co.uk/Forms/DUNS_Request.asp.</i>	Text	<i>You must either have a DUNS number, or have requested a DUNS number in order to bid. You will be obliged to have a DUNS number for verification purposes if you wish to save your responses to SQuID questions for re-use on the Sell2Wales website. If the buyer intends to use the DUNS number to obtain a "failure score", or use a different credit reference agency to obtain a third-party analysis of your financial strength this will be made clear, along with any thresholds set.</i>
	<i>FSGen002d01v01</i> If you do not have a DUNS number already please confirm that you have requested one	Yes/n/a	

	<p><i>FSGen002e01v01</i></p> <p>Is your organisation (please specify all that apply):</p> <ul style="list-style-type: none"> i) a Voluntary, Community and Social Enterprise ii) a Small or Medium Enterprise (SME) iii) a Sheltered Workshop iv) a Public Service Mutual 	Text	<p>See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</p> <p>Sheltered workshops can also be known as Supported Businesses.</p>
FS.GEN.03	<p><i>FSGen003a01v01</i></p> <p>Provide the name and contact details of the person you would like the Buyer to liaise with regarding any queries about the financial position of your organisation.</p>	Text	<p><i>This is for information only, and will not be scored.</i></p> <p><i>If you are bidding as, or on behalf of, a consortium, you must provide all relevant contact details, or ensure that you know who to contact in the event of financial queries about other consortium members.</i></p>
<p>FS.GEN.04</p> <p>Note to buyers: Please ensure you edit the guidance to make it clear only profitable organisations will be selected.</p> <p>If you are expecting bids from a consortium, you may wish to read the guidance in Part 2, and you should ensure that your advice to bidders on how they should submit financial information, and how you will analyse it, is clear.</p>	<p><i>FSGen004a01v02</i></p> <p>Has your organisation been *profitable in each of the last two financial years?</p> <p>* Your profitability is defined as Earnings Before Interest and Tax (EBIT).</p> <p>Please note. If you are successful you must be in a position to provide evidence if required, without delay, to confirm this prior to contract award. If you are bidding as, or on behalf of a consortium your profitability should take account of all consortium members and if successful you will be required to explain how you have arrived at your answer.</p>	Yes/No	<p><i>The buyer may not select you to tender if you have not been profitable in any of the last two financial years.</i></p> <p><i>The buyer may make an exception if you can explain why these losses should not be seen as representing a significant risk to your financial stability.</i></p>
	<p><i>FSGen004a02v02</i></p> <p>If your organisation was not profitable in either of the last two financial years (i.e. reported a negative EBIT) please explain why, and provide evidence of how your organisation will be able to continue trading.</p> <p>Details you may like to provide include:</p> <ul style="list-style-type: none"> • Explanation of why the reported EBIT is affected by exceptional items e.g. changes to accounting practice • Projected profit / loss • Availability of assets to meet continued loss • Projected cash flow 	Text	
	<p><i>FSGen004b01v03</i></p> <p>If you wish you may submit the following information now:</p> <p>What was the profit or loss (EBIT*) reported by your organisation for the most recently completed financial year?</p> <p>If you are bidding as, or on behalf of a consortium please provide consolidated data from all consortium members and explain how you have arrived at your figure.</p> <p>* Earnings Before Interest and Tax; this is your underlying profitability.</p>	Text	
	<p><i>FSGen004b02v03</i></p> <p>If you wish you may submit the following information now:</p> <p>What was the profit or loss (EBIT*) reported by your organisation for the financial year before the most recently completed one?</p> <p>If you are bidding as, or on behalf of a consortium please provide consolidated data from all consortium members, and explain how you have arrived at your figure.</p> <p>* Earnings Before Interest and Tax; this is your underlying profitability.</p>	Text	
FS.GEN.05	<p><i>FSGen005a01v03</i></p> <p>Is your acid-test ratio higher than the figure set out in the guidance to this question?</p> <p>This ratio must be calculated from your last set of audited accounts. If you do not have audited accounts provide the ratio from your last set of year end accounts. The ratio is defined as:</p> <p>= (Cash + Accounts Receivable + Short Term Investments)</p> <p>divided by (Current Liabilities)</p> <p>NB. If you are successful you must be in a position to provide your acid test ratio prior to contract award, if required, and without delay, and to describe how you have arrived at this figure. If you are bidding on behalf of a consortium your answer should comprise an aggregate figure (sum of current assets divided by sum of liabilities) from all consortium members.</p>	Yes/No	<p><i>The buyer may only select a bidding organisation to tender if it has an acceptable Acid-test ratio.</i></p> <p><i>NB1: the threshold acid test ratio, above which a bidding organisation will be accepted, must be published</i></p> <p><i>NB2: If your organisation is a charity or third sector organisation where funds are divided into Restricted and Unrestricted categories you may need to omit Restricted assets from your calculation.</i></p>

organisation will be accepted.	<p>FSGen005b01v02</p> <p>If you wish you may provide your acid-test ratio from your last set of audited accounts. If you do not have audited accounts provide the ratio from your last set of year end accounts.</p> <p>This ratio is defined as:</p> <p>= (Cash + Accounts Receivable + Short Term Investments)</p> <p>divided by (Current Liabilities)</p> <p>NB. If you are bidding on behalf of a consortium please provide an aggregate figure (sum of current assets divided by sum of liabilities) from all consortium members and explain how you have arrived at your figure.</p>	Text	
	<p>FSGen005c01v01</p> <p>If you have provided your acid-test ratio please also identify the data source for the Acid-test ratio calculation so that your calculation can be validated from publically-available data where possible.</p>	Text	
<p>FS.GEN.06</p> <p>Note to buyers: Ensure you have updated the guidance to include the levels of insurance that will be required in order to be selected to tender.</p> <p>FS.GEN.06c relates only to professional advisers and consultants, and contractors / sub-contractors where they will be responsible for a significant level of design or specification.</p>	<p>FSGen006a01v03</p> <p>Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the guidance to this question. Select “yes” to confirm this. If you are successful you must be in a position to provide insurance certificates, if required, without delay, to confirm this prior to contract award.</p>	Yes/No	<p><i>It is a condition of contract / framework participation that if successful you must have insurance at the following levels.</i></p> <p><i>Public liability £xxxxx,</i></p> <p><i>Employers liability £xxxxx,</i></p> <p><i>Professional Indemnity £xxxxx. (NB.you will need to explain whether the insurance limit is in relation to any one claim or is in aggregate)</i></p> <p><i>Product liability £xxxxx</i></p> <p><i>NB. It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</i></p> <p><i>Failure to evidence that these insurances are in place at the point of award will result in the immediate termination of the contract / framework. Failure to maintain the required insurance through the life of the framework / contract will also result in immediate termination of the contract / framework.</i></p>
	<p>FSGen006b01v02</p> <p>If you have Public Liability insurance in place you may wish to attach your insurance certificate.</p>	Document	
	<p>FSGen006c01v02</p> <p>If you have Professional Indemnity insurance in place you may wish to attach your insurance certificate.</p>	Document	
	<p>FSGen006d01v02</p> <p>If you have Employer’s Liability insurance in place you may wish to attach your insurance certificate.</p>	Document	
	<p>FSGen006e01v01</p> <p>If you have Product Liability insurance in place you may wish to attach your insurance certificate.</p>	Document	
<p>FS.GEN.07</p> <p>Note to buyers: If you include this question make sure you modify the guidance to bidding organisations to describe what is going to be evaluated and how.</p>	<p>FSGen007a01v01</p> <p>Provide accounts for the most recently completed two financial years. If possible, submit audited accounts.</p> <p>Provide this information for all members of a consortium where you are bidding as a consortium.</p>	Document	<p><i>This information may be used by the buyer or a third party in order to analyse your financial strength.</i></p> <p><i>The buyers should give as much information as possible about the sources of information used and methodology applied.</i></p> <p><i>Accounts should be provided in English unless the buyer has stipulated that they can be submitted in Welsh. Please ZIP documents together where necessary.</i></p> <p><i>NOTE: you will be notified of any thresholds or tests to be applied to the accounts.</i></p>
	<p>FSGen007a02v01</p> <p>If you are unable to submit audited accounts, please explain why audited accounts are not available.</p>	Text	
	<p>FSGen007b01v01</p> <p>If available, provide any quarter or half-year accounts, results or management reports for the period since the end of the most recently completed financial year.</p> <p>Provide this information for all members of a consortium where you are bidding as a consortium.</p>	Document	
	<p>FSGen007c01v01</p> <p>If your organisation is a wholly-owned subsidiary or a larger trading or holding company provide the registration number of the parent company.</p> <p>Provide this information for all members of a consortium where you are bidding as a consortium.</p>	Text	

	<p><i>FSGen007d01v01</i></p> <p>If your organisation is a wholly-owned subsidiary or a larger trading or holding company provide accounts for the parent company for the two most recently-completed financial years. If possible, submit audited accounts. Provide this information for all members of a consortium where you are bidding as a consortium.</p>	<i>Document</i>	
	<p><i>FSGen007d02v01</i></p> <p>If you are unable to submit audited accounts, please explain why audited accounts are not available.</p>	<i>Text</i>	
<p>FS.GEN.08</p> <p>Note to buyers: This question is included in the SQuID to help the buyers determine whether it is necessary to enter into discussion with bidding organisations with a poor financial position to see if mitigation is possible.</p>	<p><i>FSGen008a01v01</i></p> <p>If analysis of your financial position shows that further measures are necessary to provide adequate assurance of your financial strength, could you provide at least one of the following?</p> <ul style="list-style-type: none"> • A parent company guarantee • A performance guarantee bond • Bank guarantee • Advance payment bond 	<i>Yes/No</i>	<p><i>If you answer “no” to this question and it is determined that your financial strength is not adequate you may not qualify to tender.</i></p> <p><i>If you answer “yes” the Buyer may need to explore these options with you before determining whether you will qualify to tender.</i></p>
<p>FS.CON.03</p> <p>Note to buyers: If you are planning to use Project Bank Accounts you should either specify this clearly up-front (and not also use this question) or amend the guidance to make the requirement clear. It is recommended that you treat this as a pass/fail issue.</p>	<p><i>FSCon003a01v01</i></p> <p>If you are a prime contractor the buyer may require, under the contract, that you use a Project Bank Account as the primary method of payment to your sub-contractors. Would you be willing to comply with this?</p>	<i>Yes / No</i>	<p><i>The buyer may only select you to tender if you agree to the use of Project Bank Accounts as the sole method of payment to sub-contractors during the stipulated contractual period.</i></p> <p><i>For more information on Project Bank Accounts please see the documents stored on the procurement Routeplanner:</i></p> <p><i>http://prp.wales.gov.uk/toolkit/</i></p>

C - CAPACITY & CAPABILITY

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Question	Question text	Answer	Guidance
<p>CC.GEN.01</p> <p>Note to buyers: Although this question is not used for qualification or down-selecting purposes it is useful in providing a “context” for understanding the answers to many other questions and may be useful to buyers who are seeking information about the market providers.</p>	<p><i>CCGen001a01v03</i></p> <p>What are the main business activities of your organisation or consortium?</p> <p>Please limit your answer to a brief summary.</p>	<p>Text</p>	<p><i>This answer will not be evaluated, but will be used by the buyer to understand what goods and services your organisation provides.</i></p> <p><i>The answer to this question will not be used by buyers as part of a procurement exercise. Any evidence demonstrating your suitability to tender should be covered in your answers to other questions.</i></p>
<p>CC.CON.01</p> <p>Note to buyers: If experience or expertise is required in relation to a particular type of contract, e.g. NEC, collaboration/partnering, design and build, demolition, asbestos removal, civils or groundworks, then you will need to make this clear in the guidance column.</p> <p>NB. Ensure that your requests for specific experience will not rule out suitable bidding organisations, e.g. those with equivalent experience from other member states.</p>	<p><i>CCCon001a01v02</i></p> <p>Please confirm that you have experience of contracting using the form/s of contract listed by the buyer in the guidance to this question. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.</p>	<p>Yes/No</p>	<p><i>The buyer may only select a bidding organisation to tender if it can demonstrate relevant experience.(i.e. a minimum of 3 relevant and comparable examples). The buyer will indicate the evidence needed to demonstrate adequate experience.</i></p>
	<p><i>CCCon001b01v01</i></p> <p>If you wish you may include up the three recent and relevant examples demonstrating your experience of contracting using the form/s of contract listed by the buyer in the guidance to this question.</p>	<p>Text</p>	

<p>CC.GEN.02</p> <p>Note to buyers: It may not be possible for bidding organisations to store a standard answer to this question, as each answer will be specific to the requirement.</p> <p>If using this question you will need to describe the requirement to the bidding organisations.</p> <p>This question can be included for selection only, or also in order to score and shortlist responses. If being used for shortlisting careful thought should be given to how the question will be scored.</p> <p>If you require references from bidding organisations to support their responses to this question, then insert a further question, with appropriate guidance.</p>	<p><i>CCGen002a01v03</i></p> <p>Provide a description of <u>up to</u> 3 relevant contracts you have successfully delivered in the last 5 years that show experience that is relevant to the requirement.</p> <p>Provide details of:</p> <ul style="list-style-type: none"> • Goods, works or services delivered • How these are relevant to the requirement • How the contract was delivered successfully; include testimonials where possible • Contract value • Period over which the contract was delivered <p>If you are bidding on behalf of a consortium please provide examples from the consortium member(s) which would deliver each relevant part of the requirement if you were successful, subject to a maximum of 3 examples in total.</p>	Text	<p><i>The buyer may only select you to tender if you are able to give recent evidence of successfully delivering relevant products or services.</i></p> <p><i>If this question is to be scored the buyer should provide full details of the scoring system.</i></p> <p><i>The buyer may also request that you provide references to support your answer.</i></p>
	<p><i>CCGen002b01v01</i></p> <p>If your organisation does not itself have relevant experience, but could deliver the contract as a result of recent or planned changes such as merger/acquisition, hiring new staff, equipment etc, describe the new capabilities.</p>	Text	<p><i>It may also be acceptable to provide evidence of any new capacity or capability that has been acquired recently.</i></p>
<p>CC.GEN.03</p> <p>Note to buyers:</p> <p>Replace this question with a more focused requirement-specific question if it is likely that the bidding organisations will be larger / more diversified organisations where much of their turnover is irrelevant to their ability to deliver the requirement.</p> <p>Where necessary set a threshold against turnover, bearing in mind that the threshold should not be greater than twice the contract value, unless you are able to justify this.</p>	<p><i>CCGen003a01v02</i></p> <p>Does your organisation's turnover in the last financial year exceed the threshold set in the guidance to this question?</p> <p>If you are bidding as, or on behalf of a consortium please base your answer on consolidated data from relevant consortium members.</p> <p>If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.</p>	Yes/no	<p><i>The buyer may only select you to tender if you have a historical (annual) turnover that is sufficiently high compared to the likely (annual) contract value, or can demonstrate an ability to extend your capacity to meet new requirements.</i></p> <p><i>The buyer will make clear whether this should be your organisational turnover, and/or your turnover in the relevant area of business.</i></p>
	<p><i>CCGen003a02v01</i></p> <p>Does your organisation's turnover in the financial year before last exceed the threshold set in the guidance to this question?</p> <p>If you are bidding as, or on behalf of a consortium please provide consolidated data from relevant consortium members and explain how you have arrived at your figure.</p>	Yes/No	
	<p><i>CCGen003b01v01</i></p> <p>If you would like to provide a statement explaining why your historical turnover should not be used as a good indicator of your capacity to take on new contracts, please do so here.</p>	Text	

CC.GEN.04 Note to buyers: If this question is asked, you should take care not to ask the question in the same form at tender stage. It might be relevant to social care contracts	CCGen004a01v02 Do you have the necessary numbers of qualified staff to service the requirement as set out in the guidance to this question? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Yes/No	<i>The buyer may only select you to tender if you have appropriately qualified and experienced personnel.</i> <i>The buyer will indicate the minimum numbers of qualified staff that you should have in order to be qualified to tender. Where particular experience and/or qualifications are required, the buyer will specify this.</i>
CC.GEN.06 Note to buyers: This question may be useful, but the term “failure to perform” is open to interpretation. It may be useful to use a requirement-specific one instead in certain circumstances.	CCGen006a01v01 Has your organisation had a contract cancelled, or not renewed, for breach of contract or failure to meet requirements within the last three years?	Yes / No	<i>The buyer may use this information to determine whether you have a record of successful delivery of contracts.</i> <i>If you answer “yes” to this question and fail to provide convincing evidence that you have taken appropriate action to ensure the problems will not be repeated you may not be selected to tender.</i> <i>If you are bidding as, or on behalf of, a consortium, you should provide details for all consortium members. Select “Yes” if this applies to any consortium member.</i>
	CCGen006b01v01 If you answered ‘yes’ to CC.GEN.06a please provide details including name of customer, reasons for cancellation and any action taken to avoid this happening again.	Text	
CC.GEN.07 Note to buyers: This question can be relevant to construction, large scale IT projects and PPP-style projects only. However, bear in mind that in construction it is common practice to negotiate liquidated and ascertained damages (LADs), and therefore they are not necessarily a good indicator of past performance. This question should not be used in relation to other types of tender.	CCGen007a01v02 Have you had to pay any damages (whether liquidated (LADs) or unliquidated) for a failure to complete a contract on time or to requirements in the last three years?	Yes / No	<i>The buyer may use this information to determine whether you have a record of successful delivery of contracts.</i> <i>If you answer “yes” to this question and fail to provide convincing evidence that you have taken appropriate action to ensure the problems will not be repeated you may not be selected to tender.</i> <i>If you are bidding as, or on behalf of, a consortium, you should provide details for all consortium members Select “Yes” if this applies to any consortium member.</i>
	CCGen007b01v02 If you answered ‘yes’ to CC.GEN.07a please provide details including name of customer, type of damages, reasons for damages and any action taken to avoid this happening again. NB. If liquidated damages were agreed as part of a commercial settlement and the details are confidential please state as much, and explain your subsequent actions taken (as above).	Text	
CC.CON.03	CCCon003a01v01 Are you registered with the Considerate Constructors Scheme (or equivalent) and do you comply with the scheme’s Code of Considerate Practice?	Yes / No	<i>The buyer may only select a bidding organisation to tender if it is registered with a suitable scheme and complies with its codes of practice.</i>
CC.CON.04	CCCon004a01v02 Are all relevant personnel (e.g. excluding trainees and apprentices) of your organisation and any of your subcontractors/consortium members/supply chain who will be workers on or regular visitors to a construction site registered on the Construction Skills Certification Scheme (CSCS) or equivalent?	Yes / No	<i>The buyer may only select a bidding organisation to tender if all relevant personnel are registered or able to prove their competence in some other appropriate way.</i>
CC.GEN.08	CCGen008a01v02 Please confirm that you currently meet, or will meet if you are successful, the requirements of the Welsh language measure.	Yes/No	<i>The buyer may only select you to tender if you confirm that you will comply with requirements to deliver services in the Welsh language.</i> <i>If you are successful the buyer may require you to provide evidence to support your answer.</i>

CC.GEN.09 NOTE TO BUYER. Only ask this question for contracts that will handle personal and sensitive data covered by the Data Protection Act.	<i>CCGen009a01v02</i> Please confirm that you currently meet, or will meet if you are successful, the requirements of the Cyber Essentials Certification Scheme or equivalent. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	<i>Yes/No</i>	<i>The buyer may require you to meet the requirements of the Cyber Essentials Certification Scheme, or equivalent.</i> http://www.cyberstreetwise.com/cyberessentials
	<i>CCGen009b01v01</i> If you wish you may include your Cyber Essentials Certificate or equivalent here.	<i>Document</i>	

D – MANAGEMENT

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Question	Question text	Answer	Guidance
MA.GEN.01 Note to buyers: Use this question where it is acceptable to only select bidding organisations that have third party accreditation of their quality management system. Use MA.GEN.02 where this is not the case. Bear in mind that the costs of putting an accredited system in place can be high. If you are happy to accept a supplier who is working towards, or willing to work towards, a relevant accreditation you should add a further question asking for details.	<i>MAGen001a01v02</i> Do you operate in accordance with a Quality Management System that is certified by a UKAS-accredited (or national equivalent) third party against ISO 9001 or an equivalent standard? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Yes / No	The buyer will use your answer to determine if you have an appropriate system for making sure that the quality of the product or service you deliver is consistent. If you answer “no” you may not qualify to tender for some requirements. If you are bidding as a consortium it may be adequate for one consortium member to hold certification on behalf of the consortium, provided that this covers all the goods, services or works to be delivered by the consortium. See www.ukas.com for more information.
	<i>MAGen001b01v03</i> If you answered “yes” to MA.GEN.01a you may wish to provide the following details now: <ul style="list-style-type: none"> Standard certified against Certification body, date and validity of certificate Scope of certification If you are bidding as a consortium, please explain which of the members has the certification in place, and how this covers the work of the consortium.	Text	
MA.GEN.02 Note to buyers: Include these questions only when having a quality management system is relevant to the delivery of the contract. Use question MA.GEN.02e only when you have the expertise and time to evaluate detailed responses from bidding organisations. Consider using MA.GEN.01 where third-party accreditation is a better approach.	<i>MAGen002a01v01</i> Do you have a formal quality management policy, linked to your business plan and customer needs, that is understood and followed by all employees?	Yes/No	MA.GEN02 asks you to describe your quality management system, and deals with the main areas covered by the international standard ISO9001. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay. If you answered “yes” to question MA.GEN.01 you do not need to also answer this question. If you answer “no” to this question you may be excluded from tendering. If you are bidding as a consortium please ensure that, in answering this question, your system covers all consortium members. Please ZIP documents together if necessary.
	<i>MAGen002b01v02</i> Do you have a documented process designed to ensure that the quality of your products or services is consistent.	Yes/No	
	<i>MAGen002c01v01</i> Do you record how and where raw materials and products are processed, and have documented procedures for dealing with non-conformance?	Yes/No	
	<i>MAGen002d01v01</i> Do you regularly review performance through internal audits and meetings, and keep a record of the results?	Yes/No	
	<i>MAGen002e01v02</i> If you wish you may provide a copy of your quality management policy and process here.	Document	
MA.GEN.04 Note to buyers: Care must be taken when including this question if you intend to cover it in more detail at the tender stage	<i>MAGen004a01v03</i> If you are bidding on behalf of a consortium please confirm that you have documented processes in place to adequately manage relationships with your members (e.g. any systems used to ensure prompt communication, accountability and swift resolution of disputes). If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Yes/No/NA	The buyer may not select you to tender unless you can confirm that (if relevant) you have consortium management arrangements in place to ensure that your products or services continue to meet the buyer’s needs. Please see www.wales.gov.uk/jointbidding for more details
	<i>MAGen004b01v01</i> If you wish you may include your consortium management process here (e.g. any systems used to ensure prompt communication, accountability and swift resolution of disputes).	Text	

MA.CON.03	<p>MACon003a01v02</p> <p>Please confirm that you have a policy in place to prevent the occurrence of anti-competitive practices. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.</p>	Yes/No	<p>The buyer may only select a bidding organisation to tender if it has an appropriate system for prevention of anti-competitive practices (for an example, see the UK Construction Group website: www.ukcg.org.uk).</p>
	<p>MACon003b01v01</p> <p>If you wish you may include details of your policy for preventing the occurrence of anti-competitive practices here.</p>	Text	

E - EQUAL OPPORTUNITIES

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Question	Question text	Answer	Guidance
EO.GEN.01 Note to buyers: It is recommended that you treat this question as pass/fail. You are permitted to exclude a bidder on the grounds of gross misconduct (under regulation 23(4)), but if they can provide an adequate explanation of actions taken to redress any damage and stop recurrence then it may be difficult to justify penalising them compared with other bidders.	<i>EOGen001a01v02</i> In the last three years, <ul style="list-style-type: none"> has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK) and/or has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination? 	Yes / No	<i>The buyer may not select you to tender if you have been found to have unlawfully discriminated in the last three years, unless you have provided adequate evidence that you have taken appropriate action to stop it happening again.</i> <i>If you are bidding on behalf of a consortium please include data from all consortium members. Select “Yes” if this applies to any consortium member.</i>
	<i>EOGen001b01v02</i> If you answered ‘yes’ to EO.GEN.01a provide a summary of the nature of the investigation and an explanation of the outcome to date. If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring	Text	
EO.GEN.02 Note to buyers: As the bidding organisation may not know at the qualification stage <i>if</i> they will use subcontractors and <i>who</i> they might be, it is not appropriate to ask about them directly. In certain circumstances it may be useful to remove this question and address subcontractors at the tender stage when the response to any questions asked can be made contractual.	<i>EOGen002a01v01</i> If you use subcontractor(s) or are bidding on behalf of a consortium, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes/No/NA	<i>The buyer may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors’ and consortium members’ record on compliance with equalities legislation.</i>
EO.GEN.03 Note to buyers: This question must only be used where the tender requirement is for services to be provided to members of the public. Otherwise it may be unlawful to use it to exclude or shortlist bidding organisations. If you intend to score the answer to this question provide full details of the scoring scheme.	<i>EOGen003a01v02</i> Do all employees (including those from your consortium members where relevant) that come into contact with the public, or with a client’s staff members, receive equalities training?	Yes / No	<i>If equalities and diversity awareness/training are a core part of the tender requirement, the buyer may only select you to tender if you train relevant staff appropriately.</i> <i>If you are bidding on behalf of a consortium please include data from all consortium members. Only select “Yes” if this applies to all consortium members.</i> <i>If you are successful you may be required to provide evidence to support this answer.</i>

F – SUSTAINABILITY

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Question	Question text	Answer	Guidance
SU.GEN.01 Note to buyers: It is recommended that you treat this question as pass/fail. You are permitted to exclude a bidder on the grounds of a relevant criminal conviction or act of gross misconduct but if they can provide an adequate explanation of actions taken to redress any damage and stop recurrence then it may be difficult to justify penalising them compared with other bidders.	<i>SUGen001a01v02</i> Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	Yes / No	<i>The buyer may not select you to tender if you have been convicted or served notice under environmental legislation in the last three years unless you provide adequate evidence of action taken to stop similar incidences from happening again.</i> <i>If you are bidding on behalf of a consortium please include data from all consortium members. Select “Yes” if this applies to any consortium member.</i>
	<i>SUGen001b01v02</i> If your answer to SU.GEN.01a is “yes” please provide details of any of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.	Text	
SU.GEN.02	<i>SUGen002a01v01</i> If you use subcontractor(s), or are bidding on behalf of a consortium, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	Yes / No / N/A	<i>The buyer may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors’ and/or consortium members’ record on compliance with environmental legislation. Select “Yes” if this applies to any consortium member.</i> <i>In some cases this may include the need for your suppliers to have an externally-accredited environmental management system in place.</i>
SU.GEN.03 Note to buyers: Only ask this question if having an accredited environmental system is relevant to the delivery of the contract. If you are happy to accept a supplier who is working towards, or willing to work towards, a relevant accreditation you should add a further question asking for details. NB. You must be able to specify the levels required, and whether it is essential that a fully-independent third party carries out the audit	<i>SUGen003a01v03</i> Do you operate in accordance with an Environmental Management System that is certified by a UKAS-accredited (or national equivalent) organisation? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay. If you are bidding as a consortium, you will be required to explain which of the members has the certification in place, and how this covers the work of the consortium.	Yes/No	<i>The buyer may only select you to tender if you have an accredited environmental management system in place. (e.g. EMAS, ISO 14001, Green Dragon or BS8555)</i> <i>See www.ukas.com for more information.</i> <i>If you are bidding as a consortium it may be adequate for one consortium member to hold certification on behalf of the consortium, provided that it covers all goods, works or services to be delivered by the consortium if it were successful.</i>
	<i>SUGen003b01v02</i> If your answer to SU.GEN.03a is “yes” you may attach a copy of your certificate here, if you wish .	Document	
SU.GEN.04 Note to buyers: NB. If you ask these questions you should be very clear about how you will assess the answers. If sustainability criteria are relevant to the contract you may wish to replace these questions with others asking about specific registrations, standards or experience, and/or include question part e – taking care to avoid repetition if you plan to	<i>SUGen004a01v01</i> Do you have an environmental policy statement committing your organisation to a programme of improvement?	Yes / No	<i>SU.GEN03 asks you to describe your quality management system, and deals with the main areas covered by the international standard ISO14001. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.</i> <i>If you answered “yes” to question SU.GEN.03 you do not need to answer this question.</i> <i>The buyer may only select you to tender if you can demonstrate your commitment to managing your environmental impact by identifying, reviewing and improving your performance.</i> <i>If you are bidding as a consortium please ensure that, in answering this question, your system covers all consortium members.</i>
	<i>SUGen004b01v01</i> Do you identify and review your organisation’s environmental impacts?	Yes / No	
	<i>SUGen004c01v01</i> Do you set environmental objectives and targets against which your performance is measured or audited?	Yes / No	

explore these areas further at tender stage.	<i>SUGen004d01v02</i> If you wish you may provide a copy of your environmental management policy and process	<i>Document</i>	
SU.GEN.05	<i>SUGen005a01v02</i> Please confirm that you will pay all suppliers and sub-contractors within agreed timescales, which will not exceed 30 days.	<i>Yes/No</i>	<i>The buyer may only select you to tender if you agree to pay your subcontractors on time. This is in line with legislation on late commercial payments.</i>
SU.CON.01 Professional Services Only Note to buyers: For contracts for professional services involved in the design stage	<i>SUCon001a01v02</i> Do you have experience in preparing or contributing to a site waste management plan at the design stage which results in quantified reductions in waste arising?	<i>Yes/No</i>	<i>The buyer may prefer to select bidding organisations to tender if they have appropriate experience, and will specify the level of experience required.</i> <i>If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.</i> <i>If you are bidding as a consortium please ensure that, in answering this question, your system covers all consortium members.</i>
	<i>SUCon001b01v02</i> Do you have experience of evaluating recycled content and specifying building materials containing higher recycled content as well as reused materials?	<i>Yes/No</i>	
	<i>SUCon001c01v01</i> Do you have experience of managing legacy waste and considering the impact that the choice of material incorporated in the build process will have when future deconstruction becomes necessary.	<i>Yes/No</i>	
	<i>SUCon001d01v01</i> If you wish you may provide a copy of your waste management policy and processes	<i>Document</i>	
SU.CON.02 Contractors Only	<i>SUCon002a01v02</i> Do you have experience of providing input to a site waste management plan (including at the design stage), for example by identifying waste streams, prioritising waste reduction and recovery opportunities or forecasting waste generation?	<i>Yes/No</i>	<i>The buyer may prefer to select bidding organisations to tender if they have appropriate experience, and will specify the level of experience required.</i> <i>If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.</i> <i>If you are bidding as a consortium please ensure that, in answering this question, your system covers all consortium members.</i>
	<i>SUCon002b01v02</i> Do you have experience and capability (including any management tool or processes) in managing your whole supply chain to ensure delivery of the waste to landfill objective?	<i>Yes/No</i>	
	<i>SUCon002c01v01</i> If you wish you may provide a copy of your waste management plans and processes	<i>Document</i>	
SU.CON.03 Note to Buyers: For Welsh Government funded projects the expectation is for the BREEAM 'Excellent' standard to be met in full. However, although this standard is applied in Wales, it is not necessarily applied elsewhere in the UK or EU. You should consider whether past experience of BREEAM "Excellent" rating is a pre-condition for bidding, and advise accordingly.	<i>SUCon003a01v02</i> Do you have experience of delivering projects that have attained BREEAM 'Good' or 'Excellent' rating, or equivalent?	<i>Yes/No</i>	<i>For Welsh Government funded projects the expectation is for the BREEAM 'Excellent' standard to be met in full.</i> <i>The buyer may prefer to select bidding organisations to tender if they have appropriate experience.</i> <i>The buyer must specify what level of experience is required.</i>

<p>SU.CON.04</p> <p>Note to Buyers:</p> <p>Do not ask this question if you are planning to use a Project Bank Account.</p> <p>You may prefer to put this information within an information memorandum or similar instead.</p> <p>Although the Welsh Government has not formally adopted the fair payment commitments set out in this question, if you are NOT using Project Bank Accounts (see question FS.CON.02) you may want to consider including this question, which reflects the position developed by the Wales Construction Procurement Steering Group and the UK Government.</p>	<p><i>SUCon004a01v02</i></p> <p>Please confirm that you will pay your suppliers and sub-contractors within 19 days of the due payment date, AND that you will require your contractors to pay their sub-contractors within 23 days of the due payment date?</p>	<p><i>Yes/No/NA</i></p>	<p><i>Do not answer YES unless you are willing to comply with both parts of this question. The buyer may only select you to tender if you agree to these payment terms within your supply chain.</i></p>
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G - HEALTH AND SAFETY

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NB. It is best practice to treat Health and Safety as a pass/fail issue at selection. You should check with your H&S department to ensure that you include all necessary questions - and provide clarity to bidding organisations on what constitutes an acceptable response.

Question	Question text	Answer	Guidance
HS.GEN.01 Note to buyers: It is recommended that you treat this question as pass/fail. You are permitted to exclude a bidder on the grounds of a relevant conviction, but if they can provide an adequate explanation of actions taken to redress any damage and stop recurrence then it may be difficult to justify penalising them compared with other bidders.	<i>HSGen001a01v02</i> Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	Yes / No	<i>The buyer will not select you to tender if your company has been prosecuted or served notice under health and safety legislation unless there is clear evidence that decisive and comprehensive action has been taken to remedy the situation.</i> <i>The buyer may check the HSE database to confirm the accuracy of the information provided. Failure to provide accurate information may result in you not being selected to tender.</i> <i>If you are bidding on behalf of a consortium please include data from all consortium members. Select “Yes” if this applies to any consortium member.</i>
	<i>HSGen001b01v02</i> If your answer to HS.GEN.01a is “yes” provide details of the enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.	Text	
HS.GEN.02	<i>HSGen002a01v02</i> If you use subcontractor(s), or are bidding on behalf of a consortium, do you have processes in place to check whether any of the above circumstances apply to these other organisations? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Yes/No /N/a	<i>The buyer may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors’ record and compliance with Health and Safety legislation.</i> <i>If you are bidding on behalf of a consortium please include data from all consortium members.</i> <i>Evidence used to support your answer should include any questionnaires used, and details of communication and monitoring methods.</i>
	<i>HSGen002b01v02</i> If your answer to HS.GEN.02a you may wish to provide evidence of the procedures you use to monitor subcontractors’ or consortium members’ Health and Safety arrangements.	Document	
HS.GEN.03	<i>HSGen003a01v02</i> Are you, or is your company, registered with an industrial or occupational safety group, for example a member of the Safety Schemes in Procurement (www.SSIP.org.uk) or equivalent? If you are bidding as, or on behalf of a consortium please indicate which of your consortium members are registered.	Text	<i>If relevant to the procurement, the buyer may require you (and possibly also your sub-contractors and/or consortium members as relevant) to be certified by a member of the SSIP group or equivalent. If you do not provide appropriate details you may not be selected to tender.</i> <i>Certification by a member of the SSIP group or equivalent may mean that you do not need to complete some of the other Health and Safety questions below. The buyer will make clear which further questions must be completed.</i>
	<i>HSGen003b01v01</i> If your answer was “yes” please state the organisation concerned, provide your membership number, your membership level, and other details of what your registration covers.	Text	
HS.GEN.04	<i>HSGen004a01v02</i> Please confirm that your company has a Health and Safety Policy? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Yes/No	<i>All companies with more than five employees must have a Health and Safety Policy. The buyer may also require you to include a copy of your Health and Safety policy to ensure that you adequately cover your statutory obligations.</i> <i>If your company has fewer than five employees the buyer may also require you to have a Health and Safety Policy. A completed example, and template, can be obtained from the Health and Safety Executive website at:</i> www.hse.gov.uk/risk/health-and-safety-policy-example.doc www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc <i>or by calling 01787 881165</i> <i>The buyer may require you to confirm that you have reviewed your Health and Safety Policy within the past two years.</i> <i>Failure to provide the adequate information may result in you not being selected to tender.</i>
	<i>HSGen004b01v01</i> Please confirm that your Health and Safety Policy includes the following: <ul style="list-style-type: none"> • a Policy Statement - signed and dated. • The Organisation and Responsibilities - how Health and Safety requirements are implemented. • The Arrangements – standards and procedures adopted in practice. 	Yes/No	
	<i>HSGen004c01v02</i> Please confirm that your Health and Safety Policy has been reviewed within the past two years.	Yes/No	

	<p><i>HSGen004d01v02</i></p> <p>If you wish you may attach a copy of your Health and Safety Policy.</p>	Document	
<p>HS.GEN.05</p> <p>Note to buyers: Some buyers require copies of training records as evidence of compliance. The Public Contract Regulations 2015 require you seek evidence to support compliant answers prior to awarding a contract</p>	<p><i>HSGen005a01v01</i></p> <p>Do your staff receive induction and / or safety training before undertaking work?</p>	Yes/No	<p><i>If relevant, the buyer may only select a bidding organisation to tender if it ensures that all staff (and those of subcontractors) receive induction and / or safety training before undertaking work. The buyer may also ask to see training records as evidence of compliance. If you are successful you must be in a position to provide evidence, if required, prior to contract award, and without delay.</i></p> <p><i>If you are bidding on behalf of a consortium please include data from all consortium members.</i></p>
	<p><i>HSGen005b01v01</i></p> <p>Do you use subcontractors to carry out work on your behalf?</p>	Yes/No	
	<p><i>HSGen005c01v01</i></p> <p>If your answer to HS.GEN.05b is yes, do you ensure that all staff of any subcontractors receive induction and / or safety training before undertaking work?</p>	Yes/No/Not applicable	
<p>HS.GEN.06</p>	<p><i>HSGen006a01v02</i></p> <p>Do you have a nominated competent person responsible for Health & Safety advice?</p>	Yes / No	<p><i>The buyer may not select a bidding organisation to tender unless it has a nominated competent person who is responsible for Health & Safety. You may also be asked to ensure that you can provide evidence in support of your answer, for example CVs and copies of qualification certificates relevant to the role of H&S advisor. If you are successful you must be in a position to provide evidence, if required, prior to contract award, and without delay.</i></p> <p><i>If you are bidding on behalf of a consortium please include data from all consortium members.</i></p>
	<p><i>HSGen006b01v02</i></p> <p>If your answer to HS.GEN.06a is “yes” please provide the name and contact details of this person.</p>	Text	
<p>HS.GEN.07</p>	<p><i>HSGen007a01v02</i></p> <p>Please confirm that you have arrangements in place to manage chemicals used under the Control of Substances Hazardous to Health (COSHH) Regulations?</p> <p>If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.</p>	Yes/No	<p><i>The buyer may not select a bidding organisation to tender unless it provides evidence of suitable arrangements for the management of chemicals under the COSHH regulations. Failure to do so may mean that you are not selected to tender.</i></p> <p><i>If you are bidding on behalf of a consortium please include data from all consortium members.</i></p>
<p>HS.CON.01</p> <p>Note to buyer: This question is designed to allow potential bidders that are not registered with SSIP to demonstrate their competence. Your competent source of Health and Safety advice should assist you in assessing responses to this question.</p>	<p><i>HSCon001a01v02</i></p> <p>ACOP CDM 2015 Core Criteria</p> <p>If your company is not part of an accreditation scheme recognised by Safety Schemes in Procurement (SSIP), please confirm that your company satisfies the Construction (Design and Management) Regulations 2015</p> <p>If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.</p>	Yes/No/not applicable	<p><i>The buyer may not select a bidding organisation to tender if it fails to meet this requirement</i></p> <p><i>If you are bidding on behalf of a consortium please include data from all consortium members. Select “Yes” if this applies to any consortium member. Please ZIP documents together if necessary.</i></p>
	<p><i>HSCon001b01v02</i></p> <p>ACOP CDM 2015 Core Criteria</p> <p>If you wish you may include documentation showing how your company satisfies the Construction (Design and Management) Regulations 2015</p>	Document	

HS.CON.02	<i>HSCon002a01v02</i> Please confirm you have arrangements in place to ensure public safety. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Yes/No	<i>The buyer may not select a bidding organisation to tender unless it provides evidence of suitable arrangements for managing public safety. Failure to do so may mean that you are not selected to tender. If you are bidding on behalf of a consortium please include data from all consortium members.</i>
HS.CON.03	<i>HSCon003a01v02</i> Please confirm that you have arrangements in place for the provision of Traffic Management. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Yes/No	<i>The buyer may not select a bidding organisation to tender unless it provides evidence of suitable arrangements for traffic management. Failure to do so may mean that you are not selected to tender. If you are bidding on behalf of a consortium please include data from all consortium members.</i>