



APPENDIX 6 – SITE VISIT & SELF DECLARATION QUESTIONS

TEMPORARY RECRUITMENT CONTRACT

1. Site Visit

To satisfy CWM Environmental Ltd (if required) that the site(s) from which the successful Tenderer will supply the Goods/Services must be of sufficient size and suitably equipped to enable the Tenderer to deliver the Goods/Services in respect of CWM Environmental Ltd.'s requirements by the terms of the Contract. If a site visit is required, it will be included in the qualification stage by requesting that the tenderer confirm their agreement to a site visit.

Following its evaluation of Tenders, CWM Environmental Ltd. will contact the tenderer that provides the best advantage via the Sell2Wales e-tendering system to arrange a site visit, and the Tenderer is required to arrange the site visit to occur within eight working days of being contacted.

The visit will be evaluated on a **PASS/FAIL** basis. To PASS, CWM Environmental Ltd. will need to be satisfied that the site(s) from which the Tenderer will supply the Goods/Services are of sufficient size and suitably equipped to enable the Tenderer to deliver the Goods/Services in respect of CWM Environmental Ltd.'s requirements by the terms of the Contract.

2. Self-Declaration Questions

The information for the Self Declaration Questions (sections 3 and 4 below) will be requested if you are selected as the preferred organisation for this Tender exercise, and you must provide it within **eight working days**. The details you provide in section 3 are for information only and will not be evaluated. The information you provide in response to section 4 will be assessed on a **PASS/FAIL** basis. If you **fail** any evaluation element, you will be disqualified from this tender process. In this event, the next highest scoring Tenderer will be asked to provide the required information (and so on if the next Tenderer also fails, until a Tenderer passes this evaluation, at which point an award is made).

Please treat the request for information as confidential until we have completed the procurement exercise and announced the outcome to all Tenderers.

3. Details of your Organisation

The questions in this section are for information purposes only and will not form part of our evaluation.

Name of your Organisation:

Address for correspondence:
Post Code:

Contact name for correspondence:	
Name:	
Position:	

Contact Details	
Tel No:	
Email:	
Website:	

4. Self-Declaration

4.1 Self-Declaration Questions	
<ul style="list-style-type: none"> Below is a detailed breakdown of the information you will be asked for only if selected as the preferred organisation for this Tender exercise. Please do not submit a tender unless you are prepared to agree to provide all the information requested at every point below. If you do not agree with each point in the table below, your response will be deemed non-compliant and will be rejected by CWM Environmental Ltd. 	
Questions	PASS/FAIL
Terms and Conditions – Do you accept the Contract terms in Volume 3 of the ITT? Please answer YES / NO.	If you answer NO, you will be disqualified.
Data Processing Agreement: CWM Environmental Ltd.'s Data Protection Agreement subsequently awarded this Tender and Contract.	
SUPPLIER SUITABILITY	Guidance
ECONOMIC AND FINANCIAL STANDING QUESTIONS	
<p>The financial information you provide below (other than requested for verification or information purposes only) will be used to assess your organisation's financial position.</p> <p>A financial appraisal will be carried out to assess the risk and impact of a supplier failure and whether your financial position gives confidence that you can deliver the Contract. This will result in a Pass or Fail decision.</p> <p>We will contact you should we need supplementary information to undertake the assessment. This includes the necessity to provide the information requested in this questionnaire.</p>	
	Guidance
Provide the name and contact details of the person you would like CWM Environmental Ltd to liaise with regarding any queries about the financial position of the bidding organisation.	This question is for information only. Suppose you are bidding as, or on behalf of, a consortium. In that case, you must provide all relevant contact details or ensure you know whom to contact for financial queries regarding other consortium members.
Is there any other financial information you can provide which you feel is relevant to explain your financial position?	

<p>If your organisation was not profitable in either of the last two financial years, please explain why and provide evidence of how your organisation will be able to continue trading. In the case of a consortium bid, please provide this information regarding any consortium member that was not profitable in the last two financial years.</p>	
<p>If you are a new company without a trading history, please provide the following information as a minimum:</p> <ul style="list-style-type: none"> • A draft business plan to include projected cash flow, profit and loss and balance sheet for at least three years. • Evidence of professional / support mechanisms to be engaged to support the financial operation of the business in the future (e.g., payroll, accounting, HR, etc.). <p>Please ZIP documents together where necessary.</p>	
<p>INSURANCE QUESTIONS PASS/FAIL</p>	
<p>Please provide evidence of relevant insurance policies and copies of the relevant cover notes, schedules or supporting letters from your insurance broker/company detailing the readiness to provide the relevant cover if the cover is not in place, should your tender submission be successful.</p>	<p>It is a condition of the Contract that you must have insurance at the following levels:</p> <p>Public Liability - £10 Million (every claim) or such other level as is proportionate to the risk and agreed with CWM Environmental Ltd</p> <p>Employer's Liability - £10 Million (every claim) or such other level as is proportionate to the risk and agreed with CWM Environmental Ltd</p> <p>Product Liability Insurance - £10 Million (every claim) or such other level as is proportionate to the risk and agreed with CWM Environmental Ltd</p> <p>Professional Indemnity - £2 Million (every claim) or such other level as is proportionate to the risk and agreed with CWM Environmental Ltd</p> <p>CWM Environmental Ltd. requires each insurer to meet the following minimum ratings:</p> <p>A M Best - A- (A minus)</p> <p>Standard & Poor's – BBB</p> <p>Failure to evidence that these insurances are in place will result in a FAIL. Failure to maintain the required insurance throughout the life of the</p>

	Contract will result in immediate termination of the Contract.
TRANSFER FEE COMPLIANCE	
PASS/FAIL	
<p>Do you confirm that:</p> <ul style="list-style-type: none"> • No transfer fees, introduction fees, or similar charges will apply after 12 weeks; and • Your pricing model does not rely on recovering such fees? 	
CROSS-LOT WORKFORCE MOVEMENT	
PASS/FAIL	
<p>Confirm that your organisation will not:</p> <ul style="list-style-type: none"> • seek to engage workers supplied under another Lot without consent; • rely on TUPE incorrectly to obtain workforce advantage; <p>Structure supply models to avoid transfer fee restrictions.</p>	
HEALTH & SAFETY QUESTIONS	
PASS/FAIL	
<p>Based on your response to the questions in this section, a suitably qualified officer of CWM Environmental Ltd. will perform an appraisal to assess your Health and Safety procedures. The Health and Safety appraisal will result in a Pass or Fail decision. CWM Environmental Ltd. will contact you should we require supplementary information to undertake the assessment. This includes the necessity to provide the information requested in this Questionnaire.</p> <p>All companies with more than 5 employees must have a Health and Safety Policy. CWM Environmental Ltd. requires you to include a copy of your Health and Safety policy to ensure that you adequately cover your statutory obligations.</p> <p>However, suppose your company has at most five employees. In that case, CWM Environmental Ltd. maintains that you must have due regard for your Health and Safety responsibilities. Therefore, your company must still have and enclose a Health and Safety Policy.</p> <p>Further information, a completed example, and template can be obtained from the Health & Safety Executive's (HSE) website at:</p> <ul style="list-style-type: none"> • http://www.hse.gov.uk/toolbox/managing/writing.htm. <p><u>Details on Risk Assessments can also be obtained from the HSE's website at:</u></p> <ul style="list-style-type: none"> • http://www.hse.gov.uk/toolbox/managing/managingtherisks.htm. • www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc <p>CWM Environmental Ltd. will require you to confirm that you have reviewed your Health and Safety Policy within the past three years and that the Policy date reflects the date of the last review.</p> <p>Provide the requested information to avoid being awarded a FAIL for this section.</p>	

If you are bidding on behalf of a consortium, please include data from all consortium members. Please ZIP documents together if necessary.

The Authority reserves the right to exclude suppliers in accordance with the mandatory and discretionary exclusion grounds set out in the Procurement Act 2023

1. HEALTH AND SAFETY MANAGEMENT	
<p>a) Please attach your Health and Safety Policy, which must include the following: -</p> <ul style="list-style-type: none"> • Policy Statement - signed and dated. • The Organisation and Responsibilities - how Health and Safety requirements are implemented. • The Arrangements – standards and procedures adopted in practice. 	<p>Please ensure that the H&S policy is signed and dated, and that ALL the sections referred to are included.</p> <p>You will FAIL if you do not have a health and safety policy that meets these requirements.</p>
<p>b) When was your policy last reviewed?</p>	<p>Please ensure the policy date reflects the date of the most recent review. You will FAIL if this is different.</p>
<p>c) What arrangements does your organisation have to identify, manage and communicate risks involved with your activities? Please provide an example of a completed risk assessment and safe system of work/procedure relevant to this contract.</p>	<p>Please attach a risk assessment for your organisation that is dated and relevant to the Contract.</p> <p>You will FAIL if CWM Environmental Ltd does not consider your arrangements suitably robust.</p>
2. HEALTH AND SAFETY LEADERSHIP AND CULTURE	
<p>What have you done to promote your organisation's positive health and safety leadership style and culture? (Please provide details/evidence.)</p>	<p>Please include details on how you feel this was achieved, e.g., communication, promotion of near miss/incident reporting, engagement, etc.</p>
3. CO-OPERATION AND CO-ORDINATION	
<p>What critical health and safety information does your organisation share with stakeholders, and what methods do you use for cooperation and coordination with stakeholders? Please provide details and attach evidence.</p>	<p>Please include details on how health, safety, and well-being information is communicated, and how and with whom you have cooperated on these matters.</p>
4. COMPETENCE	

What health and safety training do you provide to employees to maintain competency? Please provide details and attach evidence to support.	Please demonstrate that employees have the appropriate health, safety and well-being skills, knowledge and experience.
5. SUBCONTRACTORS	
<p>Will you be using subcontractors at any point during this contract? (Yes or No)</p> <p>If YES, please answer the following three questions.</p> <p>Please describe the process used to evaluate subcontractors' training, competence, health and safety arrangements and performance. Please provide evidence to support the above.</p> <p>What procedures do you have in place to deal with situations where a subcontractor provides goods or services which are unsafe/defective?</p> <p>Do you have processes to check whether subcontractors have received any enforcement action, e.g., an improvement notice, a prohibition notice, or a prosecution, in the last three years?</p>	
6. HEALTH AND SAFETY PERFORMANCE	
What proactive monitoring does your organisation undertake to ensure compliance with legal requirements and organisational rules? Please provide details/evidence.	Please provide current and relevant documents for your procurement application.
7. Site Visit	Pass/Fail
Please confirm that you have responded to the request for a site visit.	Please indicate yes or no. If you have not responded and a site visit has not occurred within eight working days of the request, CWM Environmental Ltd reserves the right to score this as a FAIL.

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