



Environment, Roads & Facilities

Ysgol y Foryd and Ysgol Maes Owen – Windows
Replacement 2026

Volume 2

Contract Data

PRJ100107

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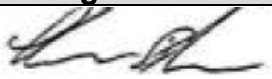

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Issue and Revision Record

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Revision	Notes	Date
V1	Tender Issue	11/05/2026

	Signature	Name	Date
Prepared by		Thomas Ashton	11/05/2026
Approved by		Rhobart Williams	19/05/2026

Contract Data NEC 4

Engineering and Construction

Short Contract

*A CONTRACT
BETWEEN*

CONWY COUNTY BOROUGH COUNCIL

AND

*FOR YSGOL Y FORYD AND YSGOL MAES OWEN – WINDOWS
REPLACEMENT 2026*

Contract Data

The *Client* is

Name **Conwy County Borough Council**
Address **Coed Pella, Conwy, LL29 7AZ**
Telephone **01492 574000** Fax: **01492 575199**
E-mail address **Thomas.Ashton@Conwy.gov.uk**

The *works* are **Windows Replacement 2026**

The *site* is **Ysgol y Foryd and Ysgol Maes Owen**

The *starting date* is **20/07/2026**

The *completion date* is **28/08/2026**

The *period for reply* is **2** Weeks.

The *defects date* is **52** Weeks after completion.

The *defect correction period* is **4** Weeks.

The *delay damages* are **£25** Per day.

The *assessment day* is the **5th** Of each month.

The *retention* is **5** %

Does the United Kingdom Housing Grants,
Construction and Regeneration Act (1996)
apply? Yes / No (delete as appropriate).

The *Adjudicator* is

Name **Royal Institution of Chartered Surveyors**
Address **RICS HQ, 12 Great George Street (Parliament
Square), London, SW1P 3AD**
Telephone **024 7686 8555** Fax: **020 7334 3811**
E-mail address **contactrics@rics.org**

Contract Data

The interest rate on late payment is ___% per complete week of delay

The *Contractor* is not liable to the *Client* for loss or damages to the *Client's* property in excess of **£100,000** for any one event.

The *Client* provides this insurance _____.

The minimum amount of cover for the third insurance stated in the Insurance Table is **£10,000,000**

The minimum amount of cover for the fourth insurance stated in the Insurance Table is **£10,000,000**

The *Adjudicator nominating body* is **Royal Institution of Chartered Surveyors.**

The *tribunal* is **Courts.**

If the *tribunal* is arbitration, the arbitration procedure is **n/a.**

The *conditions of contract* are the NEC 4 Engineering and Construction Short Contract June 2017 and amendments October 2020 and January 2023 and the following additional conditions:

Option Z1 – Corrupt Practices

The *Contractor* has warranted that they have not committed any Prohibited Act and they do not do any of the Prohibited Acts.

The *Contractor* does not:

- offer to give to any person in the service of the *Client* any gift or consideration of any kind as an inducement or reward in relation to the obtaining or execution of this contract or any other contract with the *Client* or for showing favour or disfavour to any person in relation to this contract or any other contract with the *Client*, or
- enter into this contract or any other contract with the *Client* if, in connection with this contract or any such other contract, commission has been paid or an agreement for the payment of commission has been made by them or on their behalf or to their knowledge, in accordance with the terms of the Bribery Act 2010.

Option Z2 – Fair Wages and Conditions of Labour

The *Contractor* shall in respect of all persons employed by them (whether in execution of the contract or otherwise) in every factory, workshop or place occupied or used by them for the execution of the contract comply with the following conditions, namely:

Pay rates of wages and observe hours and conditions of labour not less favourable than those established, for the trade or industry in the district where the work is carried out.

In the absence of the rates of wages, hours or conditions of labour so established, pay rates of wages and observe hours and conditions of labour which are not less favourable than the general level of wages, hours and conditions observed by other *Clients* whose general circumstances in the trade or industry in which the *Contractor* is engaged are similar.

The *Contractor* shall recognise the right of their work people to be members of such trade unions as they may choose or subject to Section 58 of the Employment Protection (Consolidation) Act 1978, as amended, not to be members of a trade union or other organisation of workers or to refuse to be a member of any particular trade union in other organisation of workers.

The *Contractor* shall at all times during the continuance of the contract display, for the information of their work people in every factory, workshop or place occupied or used by them for the execution of the contract a copy of Clause (a) and (b) above.

The *Contractor* shall be responsible for the observance of this clause by sub-*Contractors* employed in the execution of the contract, and shall if required notify the County Borough Council of the names and addresses of all such sub-*Contractors*.

In the event of any question arising as to whether the foregoing conditions are being observed, the question shall, if not otherwise disposed of, be referred for decision to an independent arbitrator jointly agreed by the County Borough Council and the *Contractor*.

The *Contractor* shall keep proper books and time sheets in relation to wages paid to persons in their employ and engaged in the execution of the contract, and such document shall, if required by the County Borough Council, be produced for inspection by any officer so authorised by the County Borough Council.

Option Z3 – Prevention of Canvassing

- The *Contractor*, by submitting their tender, confirms that they have not canvassed or solicited now or in the future any Member, Officer or Employee of the Council in connection with the award of this or any other tender or proposed tender for the Council and that no person employed by them or acting on their behalf has done any such act.
- Any breach of this Clause will entitle the Council to reject a tender and/or cancel a contract.

Option Z4 – Equality and Diversity

The *Client* is committed to the active promotion of equality and to valuing diversity in all its work. It is committed to honouring the duties and rights enshrined in legislation and where possible, will go further than the requirements of law. The *Client* believes that promoting diversity and equality of opportunity among its work force and more widely, will assist in meeting the needs and aspirations of the people of Wales. The *Client* therefore seeks to contract with companies with similar aspirations and this is reflected in the consideration of the Quality submissions made by tendering companies.

Contract Data

The *Contractor's* Offer

The *Contractor* is

Name

Address

Telephone

Fax

E-mail address

The percentage for overheads and profit added to the Defined Cost for people is ____%

The percentage for overheads and profit added to other Defined Cost is ____%

The *Contractor* offers to Provide the Works in accordance with the conditions of contract for an amount to be determined in accordance with the *conditions of contract*.

The offered total of the Prices is _____.

Enter the total of the Prices from the Tender Summary

Signed on behalf
of the *Contractor*

Name

Position

Signature

Date:

The *Client's* Acceptance

The *Client* accepts the *Contractor's* Offer to Provide the Works.

Signed on behalf of the *Client*.

Name

Position

Signature

Date

Contract Data

Price List

Contractors are reminded to enclose a fully completed copy of Appendix A – Price List.

Contract Data

Price List

Day Works Rates

Labour

a) Normal Working Hours

Grade	Basic Rate	Percentage Addition	Total Hourly Rate
Working Foreman%
Leadinghand%
Tradesman%
Mate%
Apprentice%
Labourer%

b) Authorised Non-Productive Overtime

The rate for non-productive overtime inserted below shall be for the non-productive time only and shall include for all payments with the exception of those items only applicable to normal time rates.

Grade	Basic Rate	Percentage Addition	Total Hourly Rate
Working Foreman%
Leadinghand%
Tradesman%
Mate%
Apprentice%
Labourer%

c) Materials

Percentage Addition to materials for overhead and profit	_____	%	_____
Percentage Addition to subcontracts overhead and profit	_____	%	_____

Sub-Letting

The Installer shall state below details of their proposals for sub-letting of the work, together with the names and addresses of the firms concerned.

d) List Others (Builders Works)

Item	Name / Address of Firm
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Contract Data

Works Information

Alternatives

The Installer shall identify any alternatives to specified items which form part of their tender return. The alternatives should be fully listed below with any cost saving and will need to be substantiated with full documentation at tender return.

ITEM	ALTERNATIVE MANUFACTURER	SAVING OVER SPECIFIED ITEM

Contract Data

Works Information

1 DESCRIPTION OF THE WORKS

Please read the above and below descriptions in conjunction with the drawings and specification.

GENERAL CONDITIONS

SEQUENCE OF WORKS

The Contractor is to supply a Programme of works, detailing the sequence of works and the expected progression.

All works are to be completed by the end of the School Summer Holidays and the facilities must be useable and functional prior to the new school term commencing. **Ysgol y Foryd is priority for full completion of works.** Main works at Ysgol Maes Owen (i.e. replacement of windows and doors to front of building) to be completed during the summer break. Potential for other remaining works (i.e. blown windows) to be completed outside of school hours during term time or in future school holiday times – To be discussed at pre-start.

INFORMATION - SCHEDULE OF WORKS PRICING

The following descriptions are the main work elements of each operation to be carried out and should be read in conjunction with the contents of the remainder of the documentation in Volumes 1 – 3 and addition supporting documentation. The Tenderer shall include for all supplementary work to provide a complete work item. The Tenderer shall list separately any work items within their tender.

Goods and materials where specified within the Tender Documents are for the purpose of competitive tendering. Following the signing of a contract the *Contractor* may make written application to the *Client* to use alternative goods, materials or different manufacturers to an equal or better quality at no extra costs or a saving to the contract. Approval in writing from the *Client* must be received before any goods, materials or manufacturers are substituted.

Where materials and construction details have not been fully specified or shown the *Contractor* is to ensure that materials and construction details used are of a standard appropriate to the works and suitable for the purposes stated in or reasonably to be inferred from the Tender documentation. Materials and construction details used to comply with relevant Building Regulations, British & European Standards, manufacturers recommendations, Codes of Practice and be suitable for anticipated use by being in accordance with good building practice.

Any quantities / dimensions identified in the Tender Summary/ List and shown on the Drawings are approximate only and Tenderers should satisfy themselves with regard to exact measurements.

No additional claims will be allowed.

Contract Data

Works Information

GENERALLY

The *Contractor* shall prepare a Risk Assessment and Method Statement prior to commencing work on site. This must include proposed method of working and sequence of work and must demonstrate awareness of all relevant Health & Safety issues affecting the works.

The *Contractor* shall have a named person on site to agree sequence of work with the school and *Client* so as to ensure that rooms / areas remain unoccupied when the work is carried out and the works will create the minimum amount of disruption to the operation of the school..

The named person shall be on site during the whole of the works to be responsible for all day to day activities, Health and Safety compliance, contacting the *Client* for staged inspections and all other contract related issues. It is recommended that they are of senior level and have suitable experienced of managing similar projects.

Site Security:

The *Contractor* will be required to include for 2m. high anti-climb fencing as required where the nature of the works is such that the site must be secured. Appropriate bilingual warning signage denoting 'Danger – Keep Out' 'Perygl – Cadwch Allan' must be attached to the site fencing in a visible position.

Pedestrian Barrier / Warning Signs:

Where pavements are obstructed due to building works, the *Contractor* shall ensure that pedestrian barriers are put in place, i.e. to separate pedestrians from vehicular traffic. All appropriate highway consents should be obtained beforehand.

The *Contractor* shall also include for all appropriate warning signs, i.e. to roads, pavements, security fencing/scaffolding indicating "Danger, Construction Work in Progress" etc. Signs should be in English and Welsh.

Working Platforms/Scaffolding/Guardrails

Main *Contractor* to include for the provision of all safe working platforms to comply with current Health & Safety requirements. (The Working at Height Regulations 2005). On areas which cannot be reached safely by means of all terrain powered access equipment (booms, scissor lifts, etc) the Main *Contractor* shall provide suitable tubular scaffolding.

All machine operators are to be suitably trained and competent and hold all relevant certification.

Allow for suitable edge protection to flat roof areas when working near flat roof edge perimeters also forming demarcation barriered surrounds around the working areas.

Contract Data

Works Information

Scaffolding:

Any scaffolding is to be erected/removed by a competent organisation/erector holding approved accreditation from the CITB/NASC. All scaffolding/temporary platforms to allow constant and uninterrupted access to fire escape doors/routes, or other access ways. Allow for suitable edge protection to flat roofs as the work requires.

Perimeter of all scaffolding at ground level to be enclosed in steel 3m x 2m site safety fencing.

Signage shall be placed prominently on scaffold to read Scaffold Incomplete - Danger Keep Off. Successful tenderer will be responsible for ensuring total compliance with all of the above requirements together with current Health & Safety legislation.

All ladders to be removed and stored securely at the end of each day/shift.

All risks are to be evaluated and appropriate equipment used**No smoking requirement:**

No smoking on site will be permitted.

Waste collection:

Remove rubbish, debris, surplus material and spoil on a daily basis and keep the site and works clean and tidy.

Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.

Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.

Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.

Retain waste transfer documentation on site.

All skips used for storage of waste shall be lockable and sited away from buildings.

Contractors are advised to visit the site and assess access equipment requirements to all areas

Contract Data

Works Information

2 DRAWINGS

[illegible]

Contract Data

Works Information

3 SPECIFICATION

Title	Revision	Date	Publicly Available

Please refer to Volume 3 – Works Information – Appendix 1 – *Specification*

4 CONSTRAINTS ON HOW THE *CONTRACTOR* PROVIDES THE WORKS

Please refer to Volumes 1, 2 and 3 of the Tender Documents and any other works information.

5 REQUIREMENTS FOR THE PROGRAMME

A programme will be required clearly showing the order in which all works are to be completed and timings of each activity.

6 SERVICES AND OTHER THINGS PROVIDED BY THE *CLIENT*

Item	Date by which it will be provided
Water and Electricity	XX/XX/XXXX

Contract Data

Site Information

Site address:

Site Name

Ysgol y Foryd / Ysgol Maes Owen,
Morfa Avenue,
Kinmel Bay,
Rhyl,
LL185LE

Tel: Ysgol Maes Owen - 01745 353721 / Ysgol y Foryd – 01745 351892

E mail :

Ysgol Maes Owen

pennaeth@maesowen.conwy.sch.uk / swyddfa@maesowen.conwy.sch.uk

Ysgol y Foryd

pennaeth@yforyd.conwy.sch.uk / swyddfa@yforyd.conwy.sch.uk

Website:

maesowen.co.uk

yforyd.co.uk

Working Hours:

To be agreed at pre start

Emergency Services:

Fire Service

Abergele Fire Station,
Groes Lwyd,
Abergele,
LL22 7TA

Hospital

Glan Clwyd Hospital (A&E)
Rhuddlan Road
Bodelwyddan
LL18 5UJ
Tel: 0300 084 3843

Freedom of Information Declaration

Conwy County Borough Council Environment, Roads and Facilities

Ysgol y Foryd and Ysgol Maes Owen – Windows Replacement 2026

Freedom of Information Act 2000 Declaration

The Freedom of Information Act 2000 applies to all the activities of Conwy County Borough Council (CCBC).

As a supplier of goods and services to CCBC, you should be aware of CCBC's obligations and responsibilities under the Freedom of Information Act 2000 to provide on request access to recorded information held by it. One of the consequences of those new statutory responsibilities is that information CCBC holds about your organisation may be subject to disclosure in response to a request, unless CCBC decides that one of the various statutory exemptions applies.

Where you provide any information to CCBC that you regard as confidential and / or commercially sensitive then you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as "commercial in confidence" will no longer be appropriate and a clear indication as to what material is to be considered confidential and a reason why should be given.

CCBC cannot accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.

In certain circumstances where information has not been provided in confidence, CCBC may still wish to consult with you as to the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. However the decision as to what information will be disclosed will be reserved to CCBC.

NOTE: Detailed cost information within the pricing document is considered to be of commercial interest and will not be disclosed.

If you require any advice on what the Freedom of Information Act 2000 involves, please contact the Information Regulation Unit on 01492 577215 or e-mail info-gov.unit@Conwy.gov.uk.

List below any items you consider confidential or commercially sensitive:

Signed by:

For and on behalf of:

Name

Address

Date

Anti-Collusion Certificate

Conwy County Borough Council Environment, Roads and Facilities

Ysgol y Foryd and Ysgol Maes Owen – Windows Replacement 2026 Anti-Collusion Certificate

I/We certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement with any other person. I/We also certify that we have not and I/We undertake that we will not before the award of any contract for the work:

- (i) disclose the tender price or any other figures or other information in connection with the tender to any other party (including any other company or part of a company forming part of a group of companies of which I am/We are a part) nor to any sub-*Contractor* (whether nominated or domestic or howsoever appointed) nor supplier (whether nominated or domestic or howsoever appointed) or any other person to whom such disclosure could have the effect of preventing, restricting or distorting competition in this tendering exercise;
- (ii) enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted;
- (iii) otherwise collude with any person with the intent of preventing, restricting or distorting competition;
- (iv) pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work any act or thing of the sort described at (i), (ii) or (iii) above.

I/We further declare that I/We have no knowledge either of the sum quoted or of any other particulars of any other tender for this work by any other party.

I/We further certify that the principles described above have been, or will be, brought to the attention of all sub-*Contractors*, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-*Contractors*, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

I/We acknowledge that any breach of the foregoing provisions shall lead automatically to this tender being disqualified and may lead to criminal or civil action.

Conwy County Borough Council shall treat any tender received in confidence but reserves the right to make same available to any relevant Department of the Council, other Local Authority Trading Standards Department, the Director General of Fair Trading, and/or any other statutory regulatory

authority either having jurisdiction over the work or who may now or at any time in the future have statutory power to require disclosure of this tender.

In this certificate, the word 'person' includes a body of persons corporate or unincorporated and any undertaking for the purposes of The Competition Act 1998; any agreement includes any transactions, formal or informal and whether legally binding or not; and the 'work' means the work or goods or services in relation to which this tender is made.

Signature

Capacity of

Date

Duly authorised to sign tenders and acknowledge the contents of the anti-collusion certificate for
and on behalf of:- (Name of firm)

Full Postal Address
.....
.....
.....
.....
.....
Post Code

Signed by:

For and behalf of:

Quality Questionnaire

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Guidance Notes

Please read these guidance notes carefully before completing this document.

All parts of the Quality Questionnaire must be answered and any documents, enclosures or other supporting information requested must be submitted and cross referenced to the relevant section of the questionnaire.

1. The questionnaire is to be completed by suitably qualified and experienced Companies who wish to tender for the Contract to undertake the Window Replacement at Ysgol y Foryd and Ysgol Maes Owen, Kinmel Bay.
2. Companies shall refer to Volume 1 - Instructions to Tenderers, which sets out the procedure which Conwy County Borough Council shall follow in procuring this Contract.
3. Where an applicant is required to submit relevant supporting information, it should be provided within a separate appendix and cross-referenced to correspond with the relevant section of the questionnaire.
4. Tenderers shall note that answers to questions and submitted information must be both relevant and concise. The Evaluation Team appraising these tenders shall deduct marks where answers are found to be generic in nature or contain little relevance to the work in question. The Company shall ensure that their submission is both well formatted and easily navigable by the Evaluation Team.
5. Tenders returned with any sections or questions left unanswered are liable to be rejected without further consideration.

Part A – Company Information

A1	Full name of company making application	
----	---	--

A2	Main address for correspondence	
----	---------------------------------	--

A3	Name of person applying on behalf of the company	
----	--	--

A4	Position within company	
----	-------------------------	--

A5	Contact Details for person applying on behalf of company	
	Telephone	
	Mobile	
	E-mail	

A6	Category of company	
	Sole Trader	Other (please specify)
	Partnership	
	Private Limited Company	
	Public Limited Company	

A7	In the case of a Limited Company (whether Private or Public)		
Date of Registration			
Company Registration Number			
Full Name of Company			
Registered Address of Company			
Telephone Number of Registered Address			

A8	Does the Company have an interest or control over any other company, firm or organisation or is your company part of any other organisation such as a holding company?		
Yes			If the answer is Yes, please provide details separately as an appendix to this document. Please tick below if details have been enclosed.
No			Enclosed

A9	If applicable, would the ultimate parent company be prepared, in principal, to guarantee the performance of the applicant Company?		
Yes			If the answer is No, please provide a reason why
No			

A10	VAT Registration Number	
-----	-------------------------	--

A11	<p>Please supply the Organisation's Unique Supplier Identifier.</p> <p>This is required as all contracts awarded by devolved Welsh Authorities under the Procurement Act 2023 need to include a Unique Supplier Identifier in the Contracts Details Notice.</p> <p>If not already registered, a Unique Supplier Identifier can be obtained free of charge via the UK Government Central Digital Platform :</p> <p>https://www.gov.uk/government/publications/procurement-act-2023-short-guides/suppliers-how-to-register-your-organisation-and-first-administrator-on-find-a-tender-in-three-easy-steps-html</p>		
	<table border="1"> <tr> <td data-bbox="256 663 762 741">Unique Supplier Number</td><td data-bbox="762 663 1437 741"></td></tr> </table>	Unique Supplier Number	
Unique Supplier Number			

Part B – Financial Information

B1	Please provide full copies of the Company's financial statements <u>for the last three years of trading</u> . These shall include:		
	• Balance Sheet		
	• Profit and Loss Accounts		
	• All Notes to the Accounts		
	• Director's Report / Auditor's Report		
	• Cash Flow Statement	Enclosed	

B2	<u>If the accounts submitted are for a year ended greater than six months</u> ago, please confirm that the company as described in those accounts is still trading		
	Yes		If the answer is Yes, please enclose a <u>statement of turnover</u> since the last set of published accounts and appropriate <u>management and / or draft accounts</u> as an appendix to this document. Please tick if enclosed.
	No		Enclosed

Part C – Contractual Matters

C1	Please confirm if the Company, in the last three years, has suffered a deduction for damages in respect of a Contract.		
	Yes		If the answer is Yes, please provide full details as an appendix to this document. Please tick below if details have been enclosed.
	No		Enclosed

C2	Please confirm if the Company, in the last three years, has had a Contract terminated or employment determined under the terms of the Contract.		
	Yes		If the answer is Yes, please provide full details as an appendix to this document. Please tick below if details have been enclosed.
	No		Enclosed

C3	Please confirm if the Company, in the last three years, has become involved in any litigation in respect of any Contract.		
	Yes		If the answer is Yes, please provide full details as an appendix to this document. Please tick below if details have been enclosed.
	No		Enclosed

C4	Please confirm if the Company, in the last three years, has made any claim against public liability insurance.		
	Yes		If the answer is Yes, please provide full details as an appendix to this document. Please tick below if details have been enclosed.
	No		Enclosed

Insurances:

If your Organisation does not currently have Public Liability (Third Party) and Employers Liability insurance to the value of the required £10million, please confirm that your Organisation will obtain the required value and provide certification to show that the insurance has been purchased or increased to meet the required level prior to the Contract commencement.

C5	Public Liability (Third Party) insurance held (must be a minimum of £10 million)	
	Insurer	
	Policy Number	
	Extent of Cover	
	Expiry Date	
	Other Details	
Please enclose a copy of the policy as an attachment to this document. Please tick if enclosed.		

C6	Employers Liability Insurance held (must be a minimum of £10 million)	
	Insurer	
	Policy Number	
	Extent of Cover	
	Expiry Date	
	Other Details	
Please enclose a copy of the policy as an attachment to this document. Please tick if enclosed.		

Part D – Health and Safety

D1	Does the Company have a documented health and safety policy?		
	Yes		If the answer is Yes, please enclose a copy of the policy as an appendix to this document. Please tick below if enclosed.
	No		Enclosed

D2	If the answer to D1 is yes, please provide a signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published).

D3	Please provide details of the arrangements for health and safety management within the company and arrangements for discharging the company's duties under the CDM Regulations 2015.

D4	Does the company employ a competent person to advise on health and safety? If no, please provide details of arrangements the company has for accessing competent health and safety advice.		
	Yes		
	No		
If no, please provide details of arrangements the company has for accessing competent health and safety advice.			

D5	Please provide details of the health and safety training (including induction training for site based workers) the company provides its employees.		

D6	Please provide details of the arrangements the company has in place to consult with its workforce on health and safety matters.		

D7	Has the Company received any of the following from the Enforcement Authority in the past three years?		
	Yes	No	
Improvement Notices			
Prohibition Notices			
Prosecutions			
If the answer to any of the above is yes, please detail the action taken by the company to put matters right			

D8	Please provide details of the Company's accident statistics for the last three years as an attachment to this document. Please tick below if enclosed.	
Enclosed		

Part E – Environmental

E1	Does the Company have a documented environmental policy?		
	Yes		If the answer is Yes, please enclose a copy of the policy as an appendix to this document. Please tick below if enclosed.
	No		Enclosed

E2	Has the Company achieved certification under ISO 14001:2004 or equivalent standard for any environmental management systems operated by the Company		
	Yes		
	No		

E3	If the answer to E2 is Yes, please provide proof of certification as follows		
	Date certification obtained		
	Certification body or organisation		
Please enclose a copy of the certification certificate as an appendix to this document. Please tick if enclosed.			
Please enclose a copy of the report from the last visit of the certification office as an appendix to this document. Please tick if enclosed.			

Part F – Resources

F1	Please provide details of four key personnel that the Company would envisage will be responsible for delivering the works. The four key personnel details provided shall include details of the Company's nominated Site Manager and Site Supervisor.		
Site Manager		Site Supervisor	
Name		Name	
Position		Position	
Role / Involvement		Role / Involvement	
Qualifications		Qualifications	
Name		Name	
Position		Position	
Role / Involvement		Role / Involvement	
Qualifications		Qualifications	
Please enclose copies of summary CVs and relevant certification for the key personnel identified as an attachment to this document. Please tick if copies enclosed.			

F2	Please state the approximate number of employees in the Company engaged in the type of work associated with this contract	
Category	No. of Employees	Other (please specify)
Management / Professional		
Site based		
Admin / Clerical		

F3	Please outline the company's proposed approach to resourcing to deliver the Contract in accordance with the required timescales (e.g. use of company's own staff, engagement of sub-Contractors etc.)

F4	Please outline how the company propose to complete the works within a live site and what arrangements the company will put in place to interface with the site and to co-ordinate the work programme to minimise disruption during operating hours.

Part G – Competence and Experience

G1	<p>Potential Suppliers should provide details of up to three significant, similar contracts which they have undertaken in the past five years.</p> <p>Potential Suppliers should ensure that the companies listed would be willing to provide a reference for them and be willing to discuss the Potential Supplier's performance with the Authority. The Authority reserves the right to contact any or all of these companies for a reference and may wish to visit their premises.</p>
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EXPERIENCE REFERENCE 1		
Client Name		
Client Address		
Contract Reference		
Brief Description of the Works / Service provided		
Your role in the project (e.g. Principal <i>Contractor</i> , Supply Chain Partner, Sub- <i>Contractor</i> etc)		
Contract Value		
Date Contract Awarded		
Contract Length		
Contact Details	Name	
	Telephone No	
	E-mail	
If applicable names of supply chain members (sub- <i>Contractors</i>) and / or consortium members and role		

EXPERIENCE REFERENCE 2		
Client Name		
Client Address		
Contract Reference		
Brief Description of the Works / Service provided		
Your role in the project (e.g. Principal <i>Contractor</i> , Supply Chain Partner, Sub- <i>Contractor</i> etc)		
Contract Value		
Date Contract Awarded		
Contract Length		
Contact Details	Name	
	Telephone No	
	E-mail	
If applicable names of supply chain members (sub- <i>Contractors</i>) and / or consortium members and their role		

EXPERIENCE REFERENCE 3		
Client Name		
Client Address		
Contract Reference		
Brief Description of the Works / Service provided		
Your role in the project (e.g. Principal <i>Contractor</i> , Supply Chain Partner, Sub- <i>Contractor</i> etc)		
Contract Value		
Date Contract Awarded		
Contract Length		
Contact Details	Name	
	Telephone No	
	E-mail	
If applicable names of supply chain members (sub- <i>Contractors</i>) and / or consortium members and their role		

Part H – Declaration

In this certificate, any reference to person or persons shall mean and include businesses, associations or corporations and any reference to arrangements or agreements shall mean any and all transactions, formal or informal, lawful or otherwise.

I / We certify that:

1. We have not been convicted of nor are currently under investigation for any acts of conspiracy, corruption, bribery, fraud, money laundering, such acts as defined by the relevant UK law, nor any other offence within the meaning of Section 57 to 60 of the Procurement Act 2023 (as amended) within the last five (five) years..
2. We are not bankrupt nor have had a receiving order or administration order or bankruptcy restrictions order made against us nor are in the process of or about to commence any composition or arrangement with or for the benefit of our creditors or, if registered as a partnership under Scots law have not been granted a trust deed or is subject of a petition for sequestration of our estate.
3. We have not, nor are about to, be subject of a resolution or order for winding up, nor have has a receiver, manager or administrator.
4. We have not been convicted of a criminal offence relating to the conduct of our business or (being an individual) not been guilty of grave misconduct in the course of its business.
5. We have fulfilled our obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established and/or the United Kingdom.
6. We have not been found guilty of serious misrepresentation in providing any information under Section 57 to 60 of the Procurement Act 2023 (as amended).
7. We have not suffered a deduction for liquidated or ascertained damages in respect of any contract nor had a contract cancelled, or not renewed, for failure to perform nor been the subject of a claim (contractual or otherwise) based upon a failure of quality in design, work, materials or services within the last three years.
8. None of the senior personnel of the organisation have been involved (in a similar position) in any company which has gone into insolvent liquidation, voluntary arrangement, receivership or administration or been declared bankrupt.
9. We comply with the requirements of the Equalities Act 2010.

I / We confirm and attest that the foregoing information and declarations are accurate to the best of my / our knowledge and that I / We acknowledge and accept that any false information could result in our application being rejected, or, in the event that any false declaration is discovered after the award of any contract, may lead to the rescission of any contract awarded.

Dated.....

Signature.....

Name (printed).....

Capacity / Title.....

For and on behalf of