

**Tenderer Questionnaire**

**UPGRADE OF BILBROOK PLAY PARK**

**JOEYS LANE, BILBROOK, WV8 1JL**

**A hard copy must be returned as part of the tender offer to:**

**Bilbrook Parish Council**

**Bilbrook Village Hall**

**Joeys Lane,**

**Bilbrook,**

**South Staffordshire,**

**WV8 1JL**

**This document must be completed in its entirety.**

**Section A: Applicant / Organisation Details**

| **A1** | **Details of Applicant** |
| --- | --- |
| **1.1** | **Details of contracting organisation** |
|  | Type of Organisation (private limited company, public limited company etc) : |
|  | Registered name: |
|  | Registered office: |
|  | Registration number: |
|  | VAT Registration number: |
|  | Website address: |
| **1.3** | **The contact details of the individual completing this application and with whom we may correspond** |
|  | Name: |
|  | Position: |
|  | Telephone Number: |
|  | Email: |
| **1.4** | **Parent Company -** Are you part of a larger Company? **Yes/No** |
|  | If, YES please provide the name and address of your parent company. |
|  |  |

**Section B: Claims & Contract Terminations/Deductions**

| **B1** | **Outstanding Claims / County Court Judgements / terminations** |
| --- | --- |
| **1.1** | Do you have any outstanding claims, litigations, or judgements against your organisation? **Yes/No** |
|  | If YES, please provide further details below. |
|  |  |
| **1.2** | In the last 3 years have any similar contracts been terminated early? **Yes/No** |
|  | If YES, please provide further details including the name of the client company/authority, the date of termination and the reasons for termination. |
|  |  |

**Section C: Health & Safety and Equal Opportunities**

| **C1** | **Health & Safety at Work** |
| --- | --- |
| **1.1** | Do you have a health and safety policy or statement? (a copy may be required if your tender is successful) **Yes/No** |
| **1.2** | Has your company been served with an enforcement notice or been prosecuted in the past 3 years for breaches of health and safety legislation? **Yes/No** |
|  | If YES, please give details of the prosecution or notice (and what measures you have taken to ensure the issue(s) will not re-occur). |
|  |  |
| **1.3** | Have you produced a Risk Assessment for this project? (a copy will be required if your tender is successful) **Yes/No** |
| **1.4** | Please state how many accidents have been reported to your Enforcing Authority under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in the last 3 years |
|  | 1April 2019 to 31 March 2020: |
|  | 1April 2020 to 31 March 2021: |
|  | 1April 2021 to date: |
|  | **Total accidents reported under RIDDOR in 3 years:** |
| **1.5** | Please indicate your Accident Incident Rate (AIR) for the following periods:  AIR = Number of Employee Accidents multiplied by 1000  Divided by the Number of Employees |
|  | 1April 2019 to 31 March 2020 |
|  | 1April 2020 to 31 March 2021 |
|  | 1April 2021 to date |
| **1.6** | Will you use sub-contractors to undertake work on this project? **Yes/No** |
|  | If YES, please give details of who your key sub- contractors are and what work areas they deliver and how do you ensure they are competent. |
|  |  |
| **1.7** | Do you have an equal opportunities policy? (a copy may be required if your tender is successful) **Yes/No** |

**Section D: Climate Change**

| **D1** | **Carbon Efficiency** |
| --- | --- |
| **1.1** | Bilbrook Parish Council is keen to understand how its contractors are working to become carbon neutral. Do you have a Climate Change policy? (a copy may be required if your tender is successful) **Yes/No** |
| **1.2** | Please provide a summary of the carbon footprint of meeting this tender in terms of   1. Travel to site 2. Construction footprint. |
|  |  |

**Section E - Contract Specific Questions**

| **E1** | **Contract Experience** |
| --- | --- |
| **1.1** | **Play Area Installation**. Please providean overview of your business’ approach to providing a high standard play area for this site including:   * + Understanding and appreciation of the local area   + Ability to meet the expectations of both the client and the public at large |
|  |  |
| **1.2** | **Inclusive Play.** What is your company’s approach to inclusive play and how will it be incorporated in this tender? |
|  |  |
| **1.3** | **Timescale -** Please provide timescale details for the delivery of this project |
|  |  |
| **1.4** | **Experience of working around seasonal and climatic conditions to meet expected timescales.** Please provide evidence to support your experience in working around seasonal and climatic conditions highlighting the measures taken to minimise the impact of unfavourable weather on timescales. |
|  |  |
| **1.5** | **Resident concerns -** Please provide details of how you intend to address any concerns from residents regarding the project on the residents in the nearby area. |
|  |  |
| **1.6** | **After-sales -** Please provide details of your after-sales service including the level of guarantees/warranties on labour. |
|  |  |
| **1.7** | **Requirement: Approach to working in a busy public area.**  Please provide details on your organisation’s approach to working in public open spaces. |
|  |  |
| **1.8** | **Requirement:** Core business comprises contracts directly similar to the Authority’s requirements. Please provide details of 3 Reference Contracts (See Appendix A). |

| **Required Documents checklist** | **Tick** |
| --- | --- |
| Completed Questionnaire (including references) |  |
| API (Association of Play Industries) certification. |  |
| Other certification (e.g. CHAS) |  |
| Certificates of Public Liability Insurance & Employer’s Liability Insurance |  |
| References (Appendix A) |  |
| Cost Submission Form (Appendix B) |  |
| Clear, to scale plans and drawings, maximum size A2, as well as photographs, dimensions and minimum use zone requirements for all equipment and furniture. Please exclude any company names or identifying logos from the presentation drawing and scale plan. |  |

Should your tender be successful you will be expected to provide the following:

* Health and Safety Policy
* Climate Change/Environmental Policy
* Equal Opportunities Policy
* Project Risk Assessment

**Declaration**

I understand that the responses I have given are to be used as a basis for selection of organisations in this tender process and verify that all the information provided is true and accurate.

Signed:

Name:

Date:

Organisation:

**Appendix A - References**

| **Contact Details** | **1** | **2** | **3** |
| --- | --- | --- | --- |
| **Name of client authority/company**  **and contact details** |  |  |  |
| **Scope of works and services** |  |  |  |
| **Contract value (£)** |  |  |  |
| **Contract length (weeks)** |  |  |  |

**Appendix B - Cost Submission**

|  |  |
| --- | --- |
| **Project Element** | **£** |
| New Play Equipment (with a breakdown of each item) |  |
| Gating & Fencing |  |
| Rubber Mulch surfacing |  |
| Safety Matting |  |
| Refresh of existing equipment |  |
| Removal, Delivery, Installation |  |
| RoSPA Inspection |  |
| Other (Please provide details) |  |
| **Project Total** |  |