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| --- |
| **Thank you for downloading this**  **Selection Questionnaire (SQ)**  **Please read and complete all relevant sections** |



Selection questionnaire

*for the provision of*

National Railway Museum Central Hall Design Competition

NRM1845M

# 

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# **Instructions to Tenderers**

## Introduction

* 1. This SQ has been issued by the Science Museum Group (“SMG”, the “Authority”) in connection with a competitive procurement conducted in accordance with the Restricted Procedure under the Public Contract Regulations 2015.
  2. The intention of this SQ is to arrive at a shortlist of qualified Potential Providers for Invitation to Tender (ITT).
  3. No information contained in this SQ, or in any communication made between the Science Museum Group and any Potential Provider in connection with this SQ, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this SQ. The Science Museum Group reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the Science Museum Group incur any liability in respect of this SQ or any supporting documentation.
  4. Direct or indirect canvassing of any Ministers, public sector employee or agent by any potential bidder concerning this requirement, or any attempt to procure information from any Ministers, public sector employee or agent concerning this SQ may result in the disqualification of the Potential Provider from consideration for this requirement.

## Instructions for Completion

* 1. Recipients are invited to complete the SQ and to submit it, together with any requested supporting information, via the competition website – <https://competitions.malcolmreading.com/railwaymuseum> by the due date for return set out in paragraph 10 - Procurement Timetable.
  2. Completed SQs may be submitted at any time before the closing date. Please note that completed SQs received after the closing date may be rejected. Potential Providers must keep their contact details with the competition organiser Malcolm Reading Consultants (MRC) via email at [railwaymuseum@malcolmreading.com](mailto:railwaymuseum@malcolmreading.com) up to date or they will be unable to receive communications from the Science Museum Group or MRC.
  3. "You" / "Your" refers to the Potential Provider completing this SQ i.e. the legal entity responsible for the information provided. The term "Potential Provider" is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the "regulations") and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
  4. Potential Providers must answer all questions in full as accurately and concisely as possible in the format requested. Where a question is not relevant, this should be indicated with “N/A”, with an explanation. If additional information needs to be provided in response to a question, this should be submitted in a clearly identified annex.
  5. Questions must be answered in English. The information supplied will be checked for completeness and compliance with the instructions before responses are evaluated.
  6. For Part 1: Organisation Information and Part 2: Exclusion Grounds every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
  7. All sub-contractors are required to complete Part 1: Organisation Information and Part 2: Exclusion Grounds.
  8. For Part 3: Selection Questions – Potential Providers bidding on behalf of a group, for example, a consortium, or the Potential Provider intends to use sub-contractors, they must complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

## Queries about the Procurement

* 1. All requests for clarification or further information in respect of this SQ should be communicated to MRC via email at [railwaymusum@malcolmreading.com](mailto:railwaymusum@malcolmreading.com).
  2. No approach of any kind in connection with this SQ should be made to MRC or the Science Museum Group by any other route of communication. Neither MRC or the Science Museum Group will not enter into detailed discussion of the requirements at this stage.
  3. If MRC considers any question or request for clarification to be of material significance, both the question and the response will be communicated to all competitors via publication on the competition website. All responses received and any communication from Potential Providers will be treated in confidence but will be subject to this paragraph.

## Additional information

* 1. The Science Museum Group and MRC reserves the right to require a Potential Provider to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this SQ. The Science Museum Group may seek independent financial and market advice to validate information declared, or to assist in the evaluation.

## Consortia and Subcontracting

* 1. Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of services or products under any ensuing contract. Responses must enable MRC and the Science Museum Group to assess the overall service proposed. Where the proposed prime contractor is a special purpose vehicle or holding company, information should be provided about the extent to which the SPV/holding company will call upon the resources and expertise of its members to fulfil the Requirement.
  2. MRC and the Science Museum Group recognise that arrangements in relation to consortia and sub-contracting may be subject to future change. Potential Providers should therefore respond in the light of such arrangements as are currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia and sub-contracting must be notified to the Science Museum Group via MRC so that it can make a further assessment by applying the selection criteria to the new information provided. Details should also be provided in relation to the proportion of any contract awarded that the Potential Provider proposes to subcontract.

## Freedom of Information and Transparency

* 1. In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘FoIA’), all information submitted to the Science Museum Group may be disclosed in response to a request made pursuant to the FoIA.
  2. In respect of any information submitted by a Potential Provider that it considers commercially sensitive the Potential Provider should:

1. Clearly identify such information as commercially sensitive;
2. Explain the potential implications of disclosure of such information; and
3. Provide an estimate of the period of time during which the Potential Provider believes that such information will remain commercially sensitive.
   1. Please submit responses to A, B or C as an Annex with the completed SQ
   2. Where a Potential Provider identifies information as commercially sensitive, the Science Museum Group will endeavour to maintain confidentiality. Potential Providers should note, however, that, even where information is identified as commercially sensitive, the Science Museum Group might be required to disclose such information in accordance with the FoIA.
   3. You must note that it is not sufficient to state that all tender information is confidential for FOI purposes; it is anticipated that such information will only comprise a very small portion, if any, of your tender. The Science Museum Group will, in all instances, be bound by the findings of the Information Commissioner with regard to any requests under the Freedom of Information Act. Accordingly, the Science Museum Group cannot guarantee that any information marked ‘commercially sensitive’ will not be disclosed. Please note also that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of the final Contract is not Confidential Information and the Science Museum Group may publish the Contract in its entirety to the general public.

## Provider Selection

* 1. The Science Museum Group may disqualify any Potential Provider who fails to:
* Complete Part 1: Organisation Information and Part 2: Exclusion Grounds as a self-declaration that they do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures taken to rectify the situation (“self-cleaning”).
* Submit its completed SQ before the deadline.
  1. The Potential Providers who are not disqualified in accordance with the above grounds shall be evaluated on the qualification criteria. A shortlist of at least five Potential Providers will be drawn up and they will be invited to participate further in the procurement process.

## Contract Specific Questions

* 1. Answers to Part 4: Contract Specific Questions will be scored using the evaluation criteria as set out in the Stage One document, the Search Statement, which is available to download from the competition website: <https://competitions.malcolmreading.com/railwaymuseum>

## Scoring / Weighting Model

Submissions will be scored using the evaluation criteria as set out in the Stage One document, the Search Statement which can be found at <https://competitions.malcolmreading.com/railwaymuseum>

This SQ will be assessed as pass/fail where indicated in the table below.

|  |  |
| --- | --- |
| Section | Weighting |
| Part 1: Organisation Information | For information only |
| Part 2: Exclusion Grounds | Pass / Fail |
| Part 3: Selection Questions - 19. Economic and Financial Standing | Shortlisted companies will be subject to a credit assessment prior to being confirmed for the final shortlist. The Science Museum Group reserves the right to exclude any company which is considered to pose a significant risk with regards to financial stability. |
| Part 3: Selection Questions - 20. Technical and Professional Ability | For information only |
| Part 3: Selection Questions - 21 to 24 | For information only |
| Part 4: Contract Specific Questions | Assessed as noted in the Search Statement. |

## Procurement Timetable

* 1. Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the Science Museum Group does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| Date | Activity |
| 10/09/2019 | OJEU notice published with SQ made available to Potential Providers |
| 02/10/2019 | SQ Clarification Period Closes |
| 16/10/2019 | SQ Return Date |
| 29/10/2019 | Evaluation of SQs completed |
| Early-November | Invitation to Tender (ITT) published to qualified Potential Providers |
| Mid-November | Potential Provider Briefing Meeting / Site Visit |
| Mid-January | ITT Clarification Period Closes |
| 30/01/2020 | Closing date for receipt by the Authority of Tenderer Responses to the ITT |
| Mid-February | Reference Interviews |
| Late-February | Evaluation of ITT Responses Completed |
| Mid-March | Provisional Contract Award (10 calendar day standstill period commences) |
| Late-March | Final Contract Award |
| Early-April | Contract Commences |

# Background Information / Project Brief

Please refer to the Search Statement for the National Railway Museum Central Hall Design Competition, available to download at <https://competitions.malcolmreading.com/railwaymuseum>

# Part 1: Organisation Information

## Organisation Details

|  |  |
| --- | --- |
| Company Name |  |
| Registered Office Address |  |
| Town/City |  |
| Postcode |  |
| Country |  |
| Website |  |
| Date of registration in country of origin |  |
| Company or Charity Registration Number |  |
| Details of immediate parent company:   * Full name of the immediate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |
| Details of ultimate parent company:   * Full name of the ultimate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |
| VAT Registration Number |  |
| Type of Organisation | Choose an item.  If “Other”, please specify: |
| Are you a Small, Medium or Micro Enterprise (SME)?  ([See EU definition of SME](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)) | Yes  No |
| Please provide details of Persons of Significant Control (PSC), where appropriate:   * Name; * Date of birth; * Nationality; * Country, state or part of the UK where the PSC usually lives; * Service address; * The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); * Which conditions for being a PSC are met;   + Over 25% up to (and including) 50%,   + More than 50% and less than 75%,   + 75% or more.   (Please enter N/A if not applicable)  ([See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships)) |  |

## Questions for Non-UK Businesses

|  |  |
| --- | --- |
| Is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? If yes, please provide the relevant details, including the registration number(s). |  |
| Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this. |  |

## Brief history of the potential providers organisation

|  |  |
| --- | --- |
| In no more than 400 words please give details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures, etc. which are currently in the public domain. |  |

## Consortia and subcontracting

|  |  |
| --- | --- |
| **All Potential Providers should answer question (a) below. Where a Potential Provider at this stage of the process intends to sub-contract they should also answer questions (b) and (c) below.**  **Where a Potential Provider becomes aware of the intention to subcontract at later stages in the procurement they are required to notify the Science Museum Group of this and provide the information requested below at that time.** | |
| a) Your organisation alone intends to provide the services required | Yes  No |
| b) Your organisation is the Prime Contractor and intends to use third parties to provide some services | Yes  No |
| c) The Potential Provider is a Consortium | Yes  No |
| If your answer to (b) or (c) is Yes, please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement. | |

## Contact Point and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Contact Name |  |
| Name of Organisation |  |
| Position |  |
| Telephone Number |  |
| Mobile Number |  |
| E-mail address |  |
| Postal address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

# Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1: Organisation Information and Part 2: Exclusion Grounds.

**Important Notice:**

In some circumstances, the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

## Grounds for mandatory exclusion

|  |  |
| --- | --- |
| **Regulations 57(1) and (2)**  **The detailed grounds for mandatory exclusion of an organisation are set out on this** [**webpage**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)**, which should be referred to before completing these questions.**  **Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the** [**webpage**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)**.** | |
| Participation in a criminal organisation | Yes  No |
| Corruption | Yes  No |
| Fraud | Yes  No |
| Terrorist offences or offences linked to terrorist activities | Yes  No |
| Money laundering or terrorist financing | Yes  No |
| Child labour and other forms of trafficking in human beings | Yes  No |
| If you have answered yes to any of the questions above (a-f), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, identity of who has been convicted. If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes  No |
| **Regulation 57 (3)**  **The authority reserves the right to use its discretion to exclude a Potential Provider where it can demonstrate by any appropriate means that the Potential Provider is in breach of its obligations relating to the non-payment of taxes or social security contributions.** |  |
| 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?  *If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to 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?* |  |

## Grounds for discretionary exclusion

**Important Notice:**

The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer ‘no’ to every question it is possible that your application might not be accepted. If any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

*Please state ‘Yes’ or ‘No’ to each question.*

|  |  |
| --- | --- |
| **Regulation 57 (8)**  **The detailed grounds for discretionary exclusion of an organisation are set out on this** [**webpage**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)**, which should be referred to before completing these questions.**  **Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.** | |
| Breach of environmental obligations? | Yes  No |
| Breach of social obligations? | Yes  No |
| Breach of labour law obligations? | Yes  No |
| Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes  No |
| Guilty of grave professional misconduct? | Yes  No |
| Entered into agreements with other economic operators aimed at distorting competition? | Yes  No |
| Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes  No |
| Been involved in the preparation of the procurement procedure? | Yes  No |
| Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes  No |
| Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No  Yes  No  Yes  No  Yes  No |

|  |  |
| --- | --- |
| If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

## ‘Self-cleaning’

Any Potential Provider that answers ‘Yes’ to any question in Part 2: Exclusion Grounds should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Potential Provider must demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Potential Provider shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Potential Provider shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the authority to be insufficient, the Potential Provider shall be given a statement of the reasons for that decision.

# Part 3: Selection Questions

## Economic and Financial Standing

|  |  |
| --- | --- |
| FINANCIAL INFORMATION | |
| **Please indicate which of the following you would be willing to provide if requested: -**  (please indicate by checking all relevant boxes) | |
|  | A copy of your audited accounts for the most recent two years |
|  | A statement of your turnover, profit & loss account and cash flow for the most recent year of trading |
|  | A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position |
|  | Alternative means of demonstrating financial status if trading for less than a year |

|  |  |
| --- | --- |
| INSURANCE | |
| Please self-certify whether you already have, or can commit to obtain, prior to commencement of the contract, the levels of insurance cover indicated below:  Employers Liability Insurance = £5 million  Public Liability Insurance = £5 million  Professional Indemnity = £10 million  Employer’s liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £5 million. Please confirm that you have this in place. | Yes  No |

## Technical and Professional Ability

|  |  |  |  |
| --- | --- | --- | --- |
| RELEVANT EXPERIENCE AND CONTRACT EXAMPLES | | | |
| Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services must have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided must be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Potential Provider is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide at least 1 example then answer the explanation question below.  The contracts detailed below should be the same as referenced in your response to Q2 of the Search Statement. | | | |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Client Company Name |  |  |  |
| Contact Name |  |  |  |
| Position in company |  |  |  |
| Contact phone number |  |  |  |
| Contact email |  |  |  |
| Contract Start Date |  |  |  |
| Contract completion date |  |  |  |
| Total Contract Value |  |  |  |
| Brief description of contract (max 150 words) including evidence as to your technical capability in this market. |  |  |  |
| Additional Information |  | | |

|  |
| --- |
| Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)  Your answer must be in no more than 250 words, |
|  |

|  |
| --- |
| If you cannot provide at least one example, please provide an explanation for this in no more than 100 words. |
|  |

## Modern Slavery Act 2015

|  |  |
| --- | --- |
| Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015? | Yes  No |
| If you have answered yes to the question above are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015? | Yes – Please provide the relevant url:  No – Please provide an explanation |

## Health and Safety

These questions should establish the potential providers’ compliance with Health and Safety legislation and their practices where such information is relevant and proportionate to the subject of the procurement.

|  |  |
| --- | --- |
| **1. Health and Safety – General** | |
| Please confirm you have a Health and Safety Policy. | Yes  No |
| Does your organisation make sure it complies with the Health and Safety at Work Act 1974? | Yes  No |
| Does your organisation train its staff in Health and Safety? | Yes  No |
| **2. Health and Safety - Information** | |
| Name of person with overall responsibility for Health and Safety |  |
| Designation |  |
| Does he /she have executive authority | Yes  No |
| If No, who does |  |
| Designation |  |
| Does your company employ a professional Health and Safety Practitioner? | Yes  No |
| If yes, please advise his/her: Name |  |
| Base and Tel No |  |
| Professional qualifications and experience |  |
| Fax No |  |
| Prescribed functions for overseeing contract work/ personnel |  |
| Does your company employ, or have the services of a Medical Adviser | Yes  No |
| If yes, please advise his/her: Name |  |
| Base and Tel No |  |
| Professional qualifications and experience |  |
| Fax No |  |
| Does your company employ, or have the services of an Occupational Health Nurse? | Yes  No |
| If yes, please advise his/her: Name |  |
| Base and Tel No |  |
| Professional qualifications and experience |  |
| Fax No |  |
| **3. Health and Safety -Policy** | |
| How many people does your company employ |  |
| If more than five then please enclose a copy of your Health and Safety policy |  |
| Does your company engage sub-contractors | Yes  No |
| if yes please provide brief details |  |
| Does your company engage self-employed persons | Yes  No |
| if yes please provide brief details |  |
| Do you question the Health, Safety and environmental procedures and assess the competence of companies when you place contracts? | Yes  No |
| If Yes, please enclose details of the procedures used for the above |  |
| If No, is it your intention to do so |  |
| Please explain your answer |  |
| **4. Health and Safety -Accident Investigation and Records** | |
| Does your Company have an internal Accident Reporting Procedure | Yes  No |
| If Yes, please enclose a copy of your Company's Accident Report Form |  |
| Does your Company have formal procedure for investigating and reporting accidents? | Yes  No |
| If Yes, who investigates? |  |
| Designation |  |
| Does your Company have a formal procedure for investigating and reporting incidents as defined under RIDDOR? | Yes  No |
| If Yes, who investigates? |  |
| Designation |  |
| Who notifies the Health and Safety Executive |  |
| Designation |  |
| Incidents under the terms of the reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR). How many reportable injuries, diseases and dangerous occurrences did your Company report over the past 5 years |  |
| Describe |  |
| **5. H&S Enforcement (HSE &/or Local Authorities)** | |
| Has your Company in the past 5 years been served with any enforcement notices? | Yes  No |
| If Yes, please give details |  |
| Has your Company been prosecuted | Yes  No |
| If Yes, give details |  |
| Are there any prosecutions outstanding? | Yes  No |
| If Yes, give details |  |
| **6. Health and Safety - Safe Systems of Work** | |
| Has your Company developed formalised health and safety procedures | Yes  No |
| If Yes, please enclose details of the appropriate systems and mean of enforcement of use |  |
| What arrangements are made to ensure that these are made known to your Company's employees? (please enclose details) |  |
| What arrangements are made to ensure that they receive adequate health and safety training? (please enclose details) |  |
| How does your Company dispose of waste materials, substances etc? |  |
| **7. Health and Safety - Audits and Inspections of Sites/Premises** | |
| Are audits and inspections of sites and premises carried out? | Yes  No |
| If Yes, by whom? |  |
| Designation |  |
| How frequently? |  |
| Are they recorded | Yes  No |
| If yes please forward copies of the last 5 reports |  |
| Who ensures remedial action is taken if required] |  |
| Designation |  |
| **8. Health and Safety - Plant, Equipment and Vehicle Maintenance and Inspection** | |
| Do you have a formal procedure for ensuring that the above, when on site, are kept in a safe condition and remain safe to use? | Yes  No |
| If Yes, please enclose details |  |
| **9. Health and Safety - Competence** | |
| Will you permit a representative of SMG to examine your Company's health and safety arrangements and accident records over the last 5 years? | Yes  No |

|  |  |
| --- | --- |
| STAFFING | |
| How many staff does your organisation (including consortia members or named sub-contractors where appropriate) employ relevant to the carrying out of services and/or delivery of goods similar to those required under this contract? |  |

# Part 4: Contract Specific Questions

Please refer to the Search Statement for contract specific questions. This can be found at <https://competitions.malcolmreading.com/railwaymusuem>.

# Declaration

|  |  |
| --- | --- |
| **I declare that to the best of my knowledge the answers submitted in this SQ are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to tender for the Authority’s requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this SQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information** | |
| **FORM COMPLETED BY** | |
| Name |  |
| Position in Organisation |  |
| Date |  |
| Signature |  |
| Being Duly authorised to submit tenders on behalf of | |
| Organisation Name |  |