



**TENTERDEN  
TOWN COUNCIL**

**Tenterden Town Hall**

**Project 1996**

**Quality Questionnaire**

## Tenterden Town Hall Refurbishment Project 1996

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#### **Introduction**

Please read the instructions carefully as failure to follow the process correctly could result in your submission being disqualified.

The information provided by Tenterden Town Council should be treated as confidential and only used for the preparation of a response to this document. Likewise, the information you give will be treated as confidential, however, Tenterden Town Council has a statutory duty to comply with the requirements of the Freedom of Information Act 2000 and the supplier agrees to the Council disclosing to the general public, on request, such parts of the information as must be lawfully disclosed under and by virtue of the operation of the act.

The details set out by the Council in these documents are given in good faith and believed to be correct. The Council does not guarantee the accuracy of these details and the bidder should make its own appropriate searches, enquiries, and inspections.

#### **Instructions for Return of Quality Documents**

Please prepare your submission using the forms or templates provided below, as only information placed in the designated space for each individual Method statement will be evaluated. Present your submission in the same sequence as this document.

#### **Selection Process**

Each compliant application will be assessed and scored using the selection criteria as shown in Appendix G. This will then form the basis of the tender short list.

It is the Council's intention that a contractor shall be selected in accordance with the evaluation criteria set out below. Details of the qualitative evaluation criteria scoring and weightings to be used to assess the tenders are included in the Evaluation Model as shown ~~in~~ below.

The score for each of the questions will be multiplied by the weighting allocated to the question as shown below.

Question	Weighting
Form G Health and Safety	<b>Pass/fail</b>
Insurances	<b>Mandatory</b>
Form H Relevant experience and contract examples with Design and Build responsibility	<b>20%</b>
Form H Sub-contracting	<b>20%</b>
Form H Risk Management	<b>20%</b>
Form H Risk Assessment	<b>20%</b>
<b>Competencies</b>	<b>20%</b>
<b>Total</b>	<b>100%</b>

Each quality question will be evaluated within a range of 0 to 5 points.

Each point awarded will be represented by an equal weighting of 20%.

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A panel of evaluators will assess the responses to the qualitative questions and method statements. The scores may be moderated if there are significant discrepancies with individual scores. The mean average score will then be used to populate the evaluation table for the comparison of bidder responses.

The scoring of the quality questions will be determined in accordance with the table below.

<b>Assessment</b>	<b>Description</b>	<b>Score</b>
<b>Deficient</b>	Response to the question (or an implicit requirement) significantly deficient or no response received.	<b>0</b>
<b>Inadequate</b>	Inadequate detail provided and the question not answered and/or some of the answer to question is not directly relevant to the question.	<b>1</b>
<b>Limited</b>	Limited information provided, and/or a response that is inadequate or only partially addresses the question.	<b>2</b>
<b>Acceptable</b>	An acceptable response submitted in terms of the level of detail, accuracy and relevance.	<b>3</b>
<b>Comprehensive</b>	A comprehensive response submitted in terms of detail and relevance to the question.	<b>4</b>
<b>Superior</b>	As Comprehensive, but to a significantly better degree (including improvement through innovation) and a response which goes above and beyond to answer the question with precision and relevance.	<b>5</b>

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**SECTION 2                      Forms for Completion**

**Form A/1                      Supplier details**

Please set out below details of your company, Trust or Employee Mutual and if submitting an application on behalf of a consortium of companies, details of all members of the consortium.

Company, Trust, Employee Mutual, Consultant or Consortium Name:-

Company name:-

Trading name if different from above:-

Registration no.:-

VAT registration no:-

Web site address:-

Company address (head office):-

Telephone:-

Company address (local office):-

Telephone:-

Is your organisation:

Public limited company?		Limited company?	
Limited liability partnership?		Sole trader?	
Trading partnership?		Other (please state)	

Please supply the following details.

Date formed:	
Approximate turnover:	
Number of employees:	

Please give details of your insurance cover where applicable for The Service:

Public liability: (minimum £5m)	£
Employers liability: (minimum £10m)	£
<b>Please supply a copy of the relevant certificates.</b>	

Please give details of the main contact for this application

Name:	
Telephone:	
E-mail:	

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### Form G

#### Health and Safety Questionnaire

**Please provide the information requested below (enlarge the answer boxes as required)**

1. Is a copy of your current health & safety policy attached?	<b>YES</b>	<b>NO *</b>
* Please note: If your organisation employs 5 or more employees, you MUST attach a written Health and Safety policy with your submission.		
2. Is a copy of your safety management structure attached?	<b>YES</b>	<b>NO</b>
3. Who is the competent person for health and safety issues in your organisation? What are their qualifications in safety?		
4. Who is the person responsible for health and safety on this Contract? What proportion of their time will be spent on site?		
5. What formal training for staff and operatives has been provided and recorded?		
6. What arrangements do you make to assess the risks of your work? Please attach at least two examples relevant to the type of work being applied for.		
8. What is your accident record (injuries and dangerous occurrences) for the last three years? Attach brief details of serious accidents.		
9. Will your work involve using/creating hazardous substances? If so, please give details.		
10. Provide details of any contact with the HSE or local authority on matters of safety in the last three years.		
11. Describe what actions your Organisation has taken as a result of any actions against you.		
12. Can you confirm that you will co-operate with any rules and meetings that we may require in order to assist in maintaining good standards of health and safety on site?		
	<b>YES</b>	<b>NO</b>
13. What is the total number of your workforce, including self employed, but not sub-Contractors?		
14. Do you have sub-Contractors working for you	<b>YES</b>	<b>NO</b>
15. Do you have membership of any safety and/or professional bodies? If yes, please give details	<b>YES</b>	<b>NO</b>

I declare the information provided in and with this form is a true and accurate statement of the Organisation's Health & Safety procedures and no statement made is intended to misrepresent the Organisation's commitment to Health & Safety.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**Company Name** \_\_\_\_\_

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### Form H

#### Supplier Selection Questions

#### Question 1.

Please provide details and associated case studies of up to three contracts that are relevant to our requirement. The case studies should demonstrate that you have the relevant experience in working on refurbishment and extension project works. If you have specific experience of listed building refurbishment works, this should be noted.

The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.

If you cannot provide at least one example for question 1, please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

**Each case study shall be limited to a maximum of two sides of A4 (Arial or similar font size 11).**

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

#### Question 2.

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Provide three comparable project risks that you consider to be relevant to this scheme and demonstrate how you addressed them previously.

### **Question 3.**

Please provide a list of relevant professional memberships, qualifications and competences required to deliver the case studies referred to in question 1. This can be provided in table format with evidence (certificates etc.) attached as appendices.

### **Question 4.**

Please provide two examples of a previous similar sized contract where you have been required / expected to complete the contract in a short timescale. Detail the processes and methods you put in place to prevent slippage in delivering the contract.

Please limit your response to question to two sides of A4, font size Arial 11.