

Penmaenmawr Museum

**Quality Questionnaire**

**MUSEUM INTERPRETATION: DESIGN AND FIT-OUT**

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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.

1. The questionnaire is to be completed by suitably qualified and experienced Companies who wish to tender for the Contract to undertake the design, writing, manufacture and installation of Penmaenmawr Museum’s interpretation displays.

2. Companies shall refer to the Tender Pack, which sets out the procedure which Penmaenmawr Museum 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. Companies submitting a quote shall note that answers to questions and submitted information must be both relevant and concise. The Evaluation Team appraising the 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. Quotations 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 a company** |
|  | **Telephone** |  |
| **Mobile** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **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 Public or Private)** |
| **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** | **VAT Registration Number** |  |

**PART B – CONTRACTUAL MATTERS**

|  |  |
| --- | --- |
| **B1** | **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 details separately as an appendix to this document. Please tick below if details have been enclosed. |
| **No** |  | **Enclosed** |  |

|  |  |
| --- | --- |
| **B2** | **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 details separately as an appendix to this document. Please tick below if details have been enclosed. |
| **No** |  | **Enclosed** |  |

|  |  |
| --- | --- |
| **B3** | **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 details separately as an appendix to this document. Please tick below if details have been enclosed. |
| **No** |  | **Enclosed** |  |

|  |  |
| --- | --- |
| **B4** | **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 details separately as an appendix to this document. Please tick below if details have been enclosed. |
| **No** |  | **Enclosed** |  |

|  |  |
| --- | --- |
| **B5** | **Public Liability (Third Party) Insurance held (must be a minimum of £1m)** |
| **Insurer** |  |
| **Policy Number** |  |
| **Extent of cover** |  |
| **Expiry date** |  |
| **Please enclose a copy of the policy as an attachment to this document. Tick if enclosed.** |  |

|  |  |
| --- | --- |
| **B6** | **Employer’s Liability Insurance held (must be a minimum of £5m)** |
| **Insurer** |  |
| **Policy Number** |  |
| **Extent of cover** |  |
| **Expiry date** |  |
| **Please enclose a copy of the policy as an attachment to this document. Tick if enclosed.** |  |

|  |  |
| --- | --- |
| **B7** | **Professional Indemnity Insurance held (must be a minimum of £1m)** |
| **Insurer** |  |
| **Policy Number** |  |
| **Extent of cover** |  |
| **Expiry date** |  |
| **Please enclose a copy of the policy as an attachment to this document. Tick if enclosed.** |  |

**Part C – HEALTH AND SAFETY**

|  |  |
| --- | --- |
| **C1** | **Does the Company have a documented health and safety policy?** |
|  | **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** |  |
| **When was the health and safety policy last reviewed?** |  |

|  |  |
| --- | --- |
| **C2** | **Does the Company employ a competent person to advise on health and safety?**  |
|  | **Yes** |  |  |
| **No** |  |
| **If no, please provide details of arrangements the company has for accessing competent health and safety advice.** |  |

|  |  |
| --- | --- |
| **C3** | **Please provide details of the health and safety training (including induction training for site-based workers) the Company provides its employees.** |
|  |

|  |  |
| --- | --- |
| **C4** | **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. |

**PART D – RESOURCES, EXPERIENCE AND GUARANTEES**

|  |  |
| --- | --- |
| **D1** | **Please provide details of up to two 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** |  |
|  |

|  |  |
| --- | --- |
| **D2** | * **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 Penmaenmawr Museum.** * **Penmaenmawr Museum reserves the right to contact any or all of these companies for a reference and may wish to visit their premises.**
 |
| **EXPERIENCE REFERENCE 1** |
| **Client Name** |  |
| **Client Address** |  |
| **Client email address** |  |
| **Client telephone number** |  |
| **EXPERIENCE REFERENCE 2** |
| **Client Name** |  |
| **Client Address** |  |
| **Client email address** |  |
| **Client telephone number** |  |

|  |  |
| --- | --- |
| **D3** | **Please provide a statement clarifying the warranty guarantee of the required works as set out in the specification.** |
|  |

**PART F(i) – ANTI-COLLUSION CERTIFICATE**

**PENMAENMAWR MUSEUM – INTERPRETATION: DESIGN AND INSTALLATION**

**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.

Penmaenmawr Museum 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.

**PENMAENMAWR MUSEUM – INTERPRETATION: DESIGN AND INSTALLATION**

**Anti-Collusion Certificate (continued)**

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 on behalf of : …………………………………………………………………………

**PART F(ii) – DECLARATION**

**PENMAENMAWR MUSEUM – INTERPRETATION: DESIGN AND INSTALLATION**

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 Article 45(1) of the Public Sector Directive.

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 Regulation 23 of the Public Contract Regulations 2006.

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.

**Declaration (continued)**

**PENMAENMAWR MUSEUM – INTERPRETATION: DESIGN AND INSTALLATION**

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 ……………………………………