

GUIDANCE NOTES FOR PRE-QUALIFICATION QUESTIONNAIRE

IMPORTANT

General Guidance

1. The Council is obliged to consider each application on its own merit and cannot take into account any information that has not been specifically provided in response to this short-term specific select list application. You are advised that, should you have provided information previously or already be included on any select, preferred or Approved List of Contractors operated by this Council, you are still required to provide all the information requested within this questionnaire. Failure to do so may result in your exclusion from the short-term specific select list.
2. Please return the questionnaire as soon as possible with all supporting documents. Should you decide that you do not wish to continue with this application, please advise the Council of your decision in writing at the earliest opportunity.
3. Ensure that all supporting documentation is clearly marked with the respective question number it relates to in the questionnaire. Please do not cross-reference with your own identification, this may lead to errors occurring during the assessment of your application.
4. Please answer the questions specifically for your Firm not for the group if you are part of a group of Firms. Where, however, group policies, statements, etc., are normally used in your Firm, please answer accordingly.
5. **All parts of the questionnaire must be completed before it is returned. Otherwise, it will not be possible to process the application.**
6. The information you give will be treated as confidential.
7. Ensure that the completed questionnaire, together with all requested supporting documents, is returned in good time to arrive by..... **Questionnaires received after this date will not be considered.**
8. TUPE- Whether TUPE applies will depend upon the relevant facts of each individual case. The Council is unable to give any definite guidance on the applicability or non-applicability of TUPE and it may therefore be in your interest to obtain your own legal advice.

PRE-QUALIFICATION BRIEF SPECIFICATION

Thanet District Council invites tenders for *INDICATE GOODS/SERVICES/WORKS* as detailed in the Tender Specification.

The Contractor will be required to *PROVIDE GOODS/SERVICE/WORKS BRIEF EXPLANATION*.

The Contractor shall be fully acquainted with all statutory obligations and responsibilities and be fully conversant with all legislation and regulations which apply to the “provision of goods/services/works”.

The Contractor must be able to provide comprehensive method statement and risk assessments for all sites covered by the Tender Specification and be able to provide evidence of compliance with all legislative requirements concerning the Health and Safety of its’ workforce and the public.

The Tender Specification provides details of performance standards and related procedures the Contractor is required to meet in this contract.

It is hoped that Contractors engaged to work for the Council will show a commitment to local area and its residents. Where it is necessary for employees to be recruited to work on local contracts, Contractors are encouraged to advertise locally, to provide employment opportunities for local people.



CONTRACTORS APPLICATION FORM A
STRICTLY CONFIDENTIAL

PROJECT:.....- REF

All information given will only be used for the purpose of compiling the Thanet District Council Select Tender List and will be treated as confidential.

SECTION ONE

Company Name:-

Trading Name if different from above:-

Registration No.:-

Company Address (Head Office):-

Company Address (Local Office):-

Name(s) of Managing Directors(s) :-

Name of person completing this form:-

Position held within Company:-

Have any of the Directors/Partners been involved in any firm that has been liquidated or gone into receivership?
If so, please give details:-

Please place your company seal or stamp in the space below:-

Has any Director/Partner been employed by this Council?
If so, please give details:-

SECTION TWO

Vat Registration No:-

Are there any actions and/or industrial tribunal hearings outstanding against your organisation?

Has your organisation been involved in any court action/or industrial tribunals over the last 3 years? If so, please give details:-

SECTION THREE

ORGANISATION INFORMATION	TICK
Is your organisation:	
A Public Limited Company?	
A Limited Company?	
A Sole Trader?	
A Partnership?	
Other (please state)	

SECTION FOUR

Please give details of any Quality Assurance Accreditation that your company holds e.g. BS EN ISO9001 or equivalent standard:-

If no accreditation held, please attach an outline of your Quality Assurance Policy:

Please provide details for any Quality Assurance Accreditation for which you have applied:

SECTION FIVE

RACE RELATIONS/EQUAL OPPORTUNITIES:-

Do you observe as far as possible, the commission for Racial Equality's code of practice for employment?

Please complete FORM E and return with your application.

FINANCIAL REFERENCE:-

Please complete the Financial Reference FORM D and return with your application.

TRADE REFERENCES:-

Please send a copy of our enclosed Trade Reference (FORM C) to three referees for whom you have provided similar services. Completed application forms must be returned direct to Thanet District Council (address on Form).

INSURANCE:-

Please complete the Application for Insurance Reference (FORM B) and return with your application.

HEALTH AND SAFETY:-

Please complete the Health and Safety questionnaire (FORM F) and return with your application.

CV: -

Please provide CV's of Management personnel to be employed on this contract if application/tender is successful.

SUB CONTRACTING: -

Please give a brief outline of your policy regarding the use of Sub-contractors and if applicable, the extent to which you might envisage using them for this contract.

SECTION SIX

TECHNICAL RESOURCES AND REFERENCES

TECHNICAL EXPERIENCE:-

Please give a brief outline of your technical experience.

Please indicate the minimum and maximum annual contract values for which your firm wishes to be considered as a contractor.

MINIMUM (£)	MAXIMUM (£)

Has your firm ever had to pay financial penalties levied in respect of failure to perform to the terms of a contract?

Has your firm ever had a contract terminated or your employment determined under the terms of a contract?

Has your firm ever had a contract not renewed for failure to perform to the terms of a contract?

IF THE ANSWER IS YES TO ANY OF THE PREVIOUS 3 QUESTIONS, PLEASE CLARIFY:

How do you assess the suitability and competence of potential employees? (please tick)

Do you use:	Tick
<i>Job Descriptions</i>	
Application Forms	
References	
Qualifications	
Inspection of previous work	
Trial period before confirmation of Employment	
Personal Recommendation	
CRB Check(Criminal Records Bureau Check)	

Are you willing to supply names and addresses of all employees where they are required to work in locations where young or elderly people are present?

TECHNICAL ASSOCIATIONS AND GUARANTEE SCHEMES:-

Please list below the full names of any professional/trade associations of which your firm is a member.

FULL NAME OF ORGANISATION	REGISTRATION NO. (if any)

SECTION SEVEN

ENCLOSURES/CHECKLIST:-

Please ensure that you have enclosed the following details with your completed questionnaire:

CHECKLIST	TICK
Contractors Application (FORM A)	
Insurance Reference (FORM B)	
Details of Quality Assurance Accreditation and/or Policy	
Race Relations/Equal Opportunities (FORM E)	
Financial Reference (FORM D)	
Trade Reference (FORM C) to be completed and returned by your referees	
Health and Safety (FORM F)	
CV's attached	
Outline of Policy regarding use of Sub-contractors	
Pre-Qualification Questions (FORM G)	
Copies of Public Liability and Employee Liability Insurance Certificates	
Form of Undertaking (Form H)	
Confidentiality Agreement (Form I)	

OTHER INFORMATION:-

Is there any other information which may enhance your application? If so, please give details.

Signature:

Print Name:

On Behalf Of:

Telephone:

Position:

Date:

Please return this form by and return to:-

.....
Thanet District Council
Council Offices
Cecil Street
Margate
Kent
CT9 1XZ



INSURANCE REFERENCE APPLICATION FORM B

PROJECT:.....- REF

The Contractor named below is applying for inclusion on the Thanet District Council's List of Tenderers for the above provision of goods/works/services. I should be grateful if you would complete **SECTION B** of this form on their behalf. Thank you for your assistance.

SECTION A (To be completed by the Contractor):

COMPANY NAME AND ADDRESS:-

INSURERS NAME AND ADDRESS:-

POLICY NO.:-

INSURANCE BROKERS NAME AND ADDRESS:-

SECTION B (To be completed by the Contractor's Insurers)

AMOUNT OF PUBLIC LIABILITY COVER (minimum requirement is £5 million)

AMOUNT OF EMPLOYERS LIABILITY COVER (minimum requirement is £10 million)

PLEASE SUPPLY EVIDENCE OF THIS INSURANCE BACKED GUARANTEE IF APPLICABLE.

Signature:

Print Name:

On Behalf Of:

Telephone:

Position:

Date:

Please return this form by and return to:-

**Thanet District Council
Council Offices
Cecil Street
Margate
Kent
CT9 1XZ**



FORM C

TRADE REFERENCE QUESTIONNAIRE **STRICTLY CONFIDENTIAL**

SECTION A

NAME AND ADDRESS OF CONTRACTOR APPLYING FOR THE REFERENCE:-

VALUE OF WORKS FOR WHICH THIS REFERENCE IS REQUIRED:-

TYPE OF WORKS FOR WHICH THIS REFERENCE IS REQUIRED:-

The above named Contractor has expressed an interest in providing goods/works/services to Thanet District Council, Margate, Kent for the financial values indicated above. The Contractor has nominated your Company/Organisation to supply a reference for them and I would be grateful if you could complete the following questionnaire and confirm whether you consider the contractor suitable for the type of work that they have applied for. The signatory to this reference must be a person who has been involved with the management/monitoring of the contract(s) for which the reference is given. In some circumstances Contractors may be informed that a trade reference has not been received. Thank you for your assistance.

SECTION B

Please provide the following details for a contract undertaken for you by the aforementioned contractor within the past twelve months:-

NAME AND LOCATION OF CONTRACT:-

CONTRACT VALUE:-

NATURE OF WORK UNDERTAKEN:-

	YES	NO
DID THE CONTRACTOR COMMENCE WORK WHEN INSTRUCTED?	<input type="checkbox"/>	<input type="checkbox"/>
DID THE CONTRACTOR RESPOND QUICKLY TO SUBSEQUENT INSTRUCTIONS?	<input type="checkbox"/>	<input type="checkbox"/>
DOES THE CONTRACTOR OPERATE ADEQUATE CUSTOMER CARE POLICIES?	<input type="checkbox"/>	<input type="checkbox"/>
DID THE CONTRACTOR DEVELOP A GOOD WORKING RELATIONSHIP WITH CLIENTS?	<input type="checkbox"/>	<input type="checkbox"/>
WAS THE CONTRACTORS MANAGEMENT AND OFFICE ORGANISATION SATISFACTORY?	<input type="checkbox"/>	<input type="checkbox"/>
DID THE CONTRACTOR PROVIDE SUFFICIENT STAFFING THROUGHOUT THE TERM OF THE CONTRACT?	<input type="checkbox"/>	<input type="checkbox"/>
WOULD YOU EMPLOY THIS CONTRACTOR FOR FURTHER WORK?	<input type="checkbox"/>	<input type="checkbox"/>
WAS THE SERVICE PROVIDED TO AN ACCEPTABLE STANDARD?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU CONSIDER THE ABOVE NAMED CONTRACTOR CAPABLE OF UNDERTAKING THE WORK SPECIFIED AND TO THE VALUE SHOWN ABOVE?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU CONSIDER THAT THE COMPANY HAS SUFFICIENT EQUIPMENT TO UNDERTAKE WORK IN THE CATEGORY FOR WHICH THEY HAVE APPLIED?	<input type="checkbox"/>	<input type="checkbox"/>
ARE EITHER YOU OR YOUR COMPANY IN ANY WAY CONNECTED WITH THE CONTRACTOR?	<input type="checkbox"/>	<input type="checkbox"/>

IF YES, PLEASE STATE THE NATURE OF THIS RELATIONSHIP

	YES	NO
DID YOU EXPERIENCE ANY SIGNIFICANT PROBLEMS WITH THE CONTRACTOR DURING THE TOTAL PERFORMANCE OF THEIR DUTIES?	<input type="checkbox"/>	<input type="checkbox"/>

IF YES, PLEASE PROVIDE DETAILS

WHAT IS THE APPROXIMATE VALUE OF THE LARGEST CONTRACT THIS COMPANY HAS UNDERTAKEN FOR YOU?

PLEASE GIVE BELOW ANY ADDITIONAL INFORMATION WHICH YOU CONSIDER MAY BE HELPFUL.

I confirm that I consider the above named company capable of undertaking the work for which they are being considered.

Signature:

Print Name:

On Behalf Of:

Telephone:

Position:

Date:

Please return this form by and return to:-

.....
**Thanet District Council
Council Offices
Cecil Street
Margate
Kent
CT9 1XZ**

Telephone:

Fax: -.....

e-mail:



FORM C

TRADE REFERENCE QUESTIONNAIRE
STRICTLY CONFIDENTIAL

SECTION A

NAME AND ADDRESS OF CONTRACTOR APPLYING FOR THE REFERENCE:-

VALUE OF WORKS FOR WHICH THIS REFERENCE IS REQUIRED:-

TYPE OF WORKS FOR WHICH THIS REFERENCE IS REQUIRED:-

The above named Contractor has expressed an interest in providing a Service to Thanet District Council, of Margate, Kent, for the financial values indicated above. The Contractor has nominated your Company/Organisation to supply a reference for them and I would be grateful if you could complete the following questionnaire and confirm whether you consider the contractor suitable for the type of work that they have applied for. The signatory to this reference must be a person who has been involved with the management/monitoring of the contract(s) for which the reference is given. In some circumstances Contractors may be informed that a trade reference has not been received. Thank you for your assistance.

SECTION B

Please provide the following details for a contract undertaken for you by the aforementioned contractor within the past twelve months:-

NAME AND LOCATION OF CONTRACT:-

CONTRACT VALUE:-

NATURE OF WORK UNDERTAKEN:-

	YES	NO
DID THE CONTRACTOR COMMENCE WORK WHEN INSTRUCTED?	<input type="checkbox"/>	<input type="checkbox"/>
DID THE CONTRACTOR RESPOND QUICKLY TO SUBSEQUENT INSTRUCTIONS?	<input type="checkbox"/>	<input type="checkbox"/>
DOES THE CONTRACTOR OPERATE ADEQUATE CUSTOMER CARE POLICIES?	<input type="checkbox"/>	<input type="checkbox"/>
DID THE CONTRACTOR DEVELOP A GOOD WORKING RELATIONSHIP WITH CLIENTS?	<input type="checkbox"/>	<input type="checkbox"/>
WAS THE CONTRACTORS MANAGEMENT AND OFFICE ORGANISATION SATISFACTORY?	<input type="checkbox"/>	<input type="checkbox"/>
DID THE CONTRACTOR PROVIDE SUFFICIENT STAFFING THROUGHOUT THE TERM OF THE CONTRACT?	<input type="checkbox"/>	<input type="checkbox"/>
WOULD YOU EMPLOY THIS CONTRACTOR FOR FURTHER WORK?	<input type="checkbox"/>	<input type="checkbox"/>
WAS THE SERVICE PROVIDED TO AN ACCEPTABLE STANDARD?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU CONSIDER THE ABOVE NAMED CONTRACTOR CAPABLE OF UNDERTAKING THE WORK SPECIFIED AND TO THE VALUE SHOWN ABOVE?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU CONSIDER THAT THE COMPANY HAS SUFFICIENT EQUIPMENT TO UNDERTAKE WORK IN THE CATEGORY FOR WHICH THEY HAVE APPLIED?	<input type="checkbox"/>	<input type="checkbox"/>
ARE EITHER YOU OR YOUR COMPANY IN ANY WAY CONNECTED WITH THE CONTRACTOR?	<input type="checkbox"/>	<input type="checkbox"/>

IF YES, PLEASE STATE THE NATURE OF THIS RELATIONSHIP

	YES	NO
DID YOU EXPERIENCE ANY SIGNIFICANT PROBLEMS WITH THE CONTRACTOR DURING THE TOTAL PERFORMANCE OF THEIR DUTIES?	<input type="checkbox"/>	<input type="checkbox"/>

IF YES, PLEASE PROVIDE DETAILS

WHAT IS THE APPROXIMATE VALUE OF THE LARGEST CONTRACT THIS COMPANY HAS UNDERTAKEN FOR YOU?

PLEASE GIVE BELOW ANY ADDITIONAL INFORMATION WHICH YOU CONSIDER MAY BE HELPFUL.

I confirm that I consider the above named company capable of undertaking the work for which they are being considered.

Signature:

Print Name:

On Behalf Of:

Telephone:

Position:

Date:

Please return this form by and return to:-

.....
Thanet District Council
Council Offices
Cecil Street
Margate
Kent
CT9 1XZ

Telephone:

Fax: -.....

e-mail:



FORM C

TRADE REFERENCE QUESTIONNAIRE
STRICTLY CONFIDENTIAL

SECTION A

NAME AND ADDRESS OF CONTRACTOR APPLYING FOR THE REFERENCE:-

VALUE OF WORKS FOR WHICH THIS REFERENCE IS REQUIRED:-

TYPE OF WORKS FOR WHICH THIS REFERENCE IS REQUIRED:-

The above named Contractor has expressed an interest in providing a Service to Thanet District Council of Margate, Kent for the financial values indicated above. The Contractor has nominated your Company/Organisation to supply a reference for them and I would be grateful if you could complete the following questionnaire and confirm whether you consider the contractor suitable for the type of work that they have applied for. The signatory to this reference must be a person who has been involved with the management/monitoring of the contract(s) for which the reference is given. In some circumstances Contractors may be informed that a trade reference has not been received. Thank you for your assistance.

SECTION B

Please provide the following details for a contract undertaken for you by the aforementioned contractor within the past twelve months:-

NAME AND LOCATION OF CONTRACT:-

CONTRACT VALUE:-

NATURE OF WORK UNDERTAKEN:-

	YES	NO
DID THE CONTRACTOR COMMENCE WORK WHEN INSTRUCTED?	<input type="checkbox"/>	<input type="checkbox"/>
DID THE CONTRACTOR RESPOND QUICKLY TO SUBSEQUENT INSTRUCTIONS?	<input type="checkbox"/>	<input type="checkbox"/>
DOES THE CONTRACTOR OPERATE ADEQUATE CUSTOMER CARE POLICIES?	<input type="checkbox"/>	<input type="checkbox"/>
DID THE CONTRACTOR DEVELOP A GOOD WORKING RELATIONSHIP WITH CLIENTS?	<input type="checkbox"/>	<input type="checkbox"/>
WAS THE CONTRACTORS MANAGEMENT AND OFFICE ORGANISATION SATISFACTORY?	<input type="checkbox"/>	<input type="checkbox"/>
DID THE CONTRACTOR PROVIDE SUFFICIENT STAFFING THROUGHOUT THE TERM OF THE CONTRACT?	<input type="checkbox"/>	<input type="checkbox"/>
WOULD YOU EMPLOY THIS CONTRACTOR FOR FURTHER WORK?	<input type="checkbox"/>	<input type="checkbox"/>
WAS THE SERVICE PROVIDED TO AN ACCEPTABLE STANDARD?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU CONSIDER THE ABOVE NAMED CONTRACTOR CAPABLE OF UNDERTAKING THE WORK SPECIFIED AND TO THE VALUE SHOWN ABOVE?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU CONSIDER THAT THE COMPANY HAS SUFFICIENT EQUIPMENT TO UNDERTAKE WORK IN THE CATEGORY FOR WHICH THEY HAVE APPLIED?	<input type="checkbox"/>	<input type="checkbox"/>
ARE EITHER YOU OR YOUR COMPANY IN ANY WAY CONNECTED WITH THE CONTRACTOR?	<input type="checkbox"/>	<input type="checkbox"/>

IF **YES**, PLEASE STATE THE NATURE OF THIS RELATIONSHIP

YES NO

DID YOU EXPERIENCE ANY SIGNIFICANT PROBLEMS WITH THE CONTRACTOR
DURING THE TOTAL PERFORMANCE OF THEIR DUTIES?

IF YES, PLEASE PROVIDE DETAILS

WHAT IS THE APPROXIMATE VALUE OF THE LARGEST CONTRACT THIS COMPANY HAS UNDERTAKEN FOR YOU?

PLEASE GIVE BELOW ANY ADDITIONAL INFORMATION WHICH YOU CONSIDER MAY BE HELPFUL.

**I confirm that I consider the above named company capable of undertaking work for which they are being considered.
Signature:**

Print Name:

On Behalf Of:

Telephone:

Position:

Date:

Please return this form by and return to:-

.....
Thanet District Council
Cecil Street,
Margate
Kent
CT9 1XZ
Telephone: -
Fax: -
e-mail:-.....



FORM D

STATUS ENQUIRY REQUEST

If applicable, please could you supply the details of the Business centre that deals with your account rather than the branch where it is held. The name and phone number of your Account Manager would also be helpful.

ENQUIRY TO: THE MANAGER	<i>Bank Name</i>
	<i>Branch</i>
	<i>Address (incl post code)</i>
ENQUIRY FROM:	
Thanet District Council	
Council Offices, Cecil Street, Margate, Kent. CT9 1XZ	
<i>Tel No:</i> 01843 577.....(Direct line) <i>Fax No.</i> 01843 290906	
<i>Our Reference:</i>	
INFORMATION REQUESTED ON:	
We request your opinion as to the means and standing of:	
	<i>Name of customer</i>
	<i>Account Number & Sort Code</i>
	<i>Customer's Address</i>
and their/his/her trustworthiness in the way of business to the extent of:	
£	
<i>Contract Term:</i>	For
<i>Monthly Interims:</i>	Thanet DC
YES/NO	
Please invoice your fee to Thanet District Council (address as above)	Use Only
Expiry date:	
<i>Signed</i> _____ <i>Date</i> _____	
CONSENT	
I/We	<i>Subject's full name</i>
Consent to _____ Bank PLC	<i>Subject's bank</i>
providing a reference on me/us to: Thanet District Council (Address as above)	
<i>Signed</i> _____ <i>Date</i> _____	
Project Title:- Ref	



FORM E

RACE RELATIONS/EQUAL OPPORTUNITIES POLICY

(i) Is it your policy as an employer to comply with your statutory obligations under the Race Relations Act 1976 as subsequently amended and, accordingly, your practice not to treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin in relation to decisions to recruit, train or promote employees?

(ii) In the last three years, has any finding of unlawful racial discrimination been made against your organisation by any court or industrial tribunal:

(iii) In the last three years, has your organisation been the subject of formal investigation by the Commission for Racial Equality on grounds of alleged unlawful discrimination?

(iv) If the answer to question (ii) is in the affirmative or, in relation to question (iii), the Commission made a finding adverse to your organisation.

What steps did you take in consequence of that finding?

(v) Is your policy on race relations set out:

(a) in instructions to those concerned with recruitment, training and promotion?

(b) in documents available to employees, recognised trade unions or other representative groups of employees?

(c) in recruitment advertisements or other literature?

(vi) Do you observe as far as possible the Commission for Racial Equality's Code of Practice for Employment, as approved by Parliament in 1983, which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment, including the steps that can be taken to encourage members of the ethnic minorities to apply for jobs or take up training opportunities?

(vii) Do you operate an Equal Opportunity Policy? (if yes, please include latest copy).

DESCRIPTION OF EVIDENCE

In relation to question (v): examples of the instructions, documents, recruitment advertisement or other literature.

Signed: _____

Position in Firm: _____

On behalf of: _____

Address: _____



FORM F

Pre-Tender Health and Safety Questionnaire

You have shown an interest in working for Thanet District Council. As part of the qualification process would you please return this completed questionnaire together with requested information within days/with return of tender/ return of quotation.

Please return to:

*delete as appropriate

1. Is a copy of your current safety policy attached? YES / NO*
2. Is a copy of your safety management structure attached? YES / NO*
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 his/her 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.

7. Will your work involve using/creating hazardous substances? If so, please give details.

8. What is your accident record (injuries and dangerous occurrences) for the last three years? Attach brief details of serious accidents.

9. Provide details of any contact with the HSE or local authority on matters of safety in the last three years.

10. Describe what actions your firm has taken as a result of any actions against it.

11. 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?

YES / NO*

12. What is the total number of your workforce, including self- employed, but not sub-contractors?

13. Do you have sub-contractors working for you? YES / NO*

14. Do you have membership of any safety and/or professional bodies? YES / NO*
Please give details

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

Signature.....

Date.....

Tel No:.....

Contact name.....

Firm's name.....

Position in firm.....

Firm's address.....

.....



FORM G

PRE-QUALIFICATION QUESTIONS
TENDER FOR
JOB NO.....

Question 1

Please detail previous experience in providing goods/works/services to local authorities.

FORM G

**PRE-QUALIFICATION QUESTIONS
TENDER FOR**

JOB NO.....

Question 2

Please detail your proposed approach to Customer Care should your tender be successful.

FORM G

PRE-QUALIFICATION QUESTIONS

TENDER FOR

JOB NO.....

Question 3

What operational procedures will you provide in delivering the service?

FORM G

PRE-QUALIFICATION QUESTIONS

TENDER FOR

JOB NO.....

Question 4

Please provide examples of innovation in service delivery.

FORM G

PRE-QUALIFICATION QUESTIONS

TENDER FOR

JOB NO.

Question 5

Explain in a brief method statement of no more than 1500 words, how your firm would address the future provision for this contract?



FORM H

FORM OF UNDERTAKING BY CONTRACTOR

Date:

1. Particulars

1.1. the Contractor

of
acting by
a Director

1.2. the Council

The Thanet District Council of
Council Offices Cecil Street Margate Kent
CT9 1XZ

2. Recitals

2.1. The Contractor has expressed an interest in tendering in response to an invitation by the Council for

3. Undertaking

3.1. The Contractor undertakes to carry out enhanced CRB (Criminal Record Bureau) check(s) for all members of the Contractors staff employed on the operation of this contract at the Contractors cost.

3.2. The Contractor will supply the Council with the appropriate evidence that the CRB check(s) has/have been completed for all of their/his/her staff who may be employed on this contract before the start of the contract.

3.3. The Contractor will carry out enhanced CRB checks for any new members of staff employed on this contract after the contract start date. The appropriate evidence shall be supplied to the Council before the person is employed on this contract.

IN WITNESS of which the Contractor delivers this deed the day and year first before written

Signed as a deed by

on behalf of

in the presence of



FORM I

CONFIDENTIALITY AGREEMENT

THIS AGREEMENT is made on _____ day of _____ 200

BETWEEN

1) THE THANET DISTRICT COUNCIL of Council Offices, Cecil Street, Margate, Kent CT9 1XZ.
(the 'Council') of the one part and

2) _____ whose registered office is situated at
(the 'Company') of the other part

WHEREAS

- a) The Council, pursuant to the Local Government Act 1988 wishes the provision of (*give DESCRIPTION OF goods/works/services*).
- b) Having considered the provisions of the European Acquired Rights Directive 1977/87 and the Transfer of Undertakings (Protection of Employment) Regulations 1981 as amended by the Trades Union Reform and Employee Rights Act 1993 (the 'Relevant Provisions') the Council believes that the same will apply to the letting of the Contract The Council is prepared if requested to provide information regarding the terms and conditions of employment of those engaged by the Council in the provision of the Services to persons for formulating their tenders for the Contract subject to the following

NOW IT IS HEREBY AGREED AS FOLLOWS

1. Definitions

- a) "Purpose" shall mean the preparation of a tender for the Contract by the Company
- b) "Confidential Information" shall mean the information obtained from the Council specified in the schedule hereto as disclosed to the Company but shall exclude any part of such disclosed information which:-
 - (i) is or becomes common knowledge in any way without breach of this

Agreement by the Company or

- (ii) the Company can show was in its possession or known to it by being in its use or being recorded on its files or computers or other recording media prior to receipt from the Council and was not previously acquired by the Company from the Council under an obligation of confidence or
- (iii) is disclosed by the Company in accordance with the terms of this Agreement or with the prior written approval of the Council

2. Handling of Confidential Information

In consideration of the provision by the Council of the Confidential Information the Company agrees and undertakes:

- (a) to maintain the same in confidence and use it only for the Purpose and for no other purpose;
- (b) not to copy reproduce or reduce to writing any part thereof except such as may be reasonably necessary for the Purpose and that any copies reproductions or reductions in writing so made shall be the property of the Council;
- (c) not to disclose the same except in confidence to such of its employees or officers who need to know the same for the Purpose and that i) such employees and officers are instructed not to disclose the same and ii) the company shall enforce such obligations at its expense and at the request of the Council insofar as breach thereof relates to the Confidential Information.
- (d) to be responsible for the performance of sub-clauses (a) (b) and (c) above on the part of its employees or officers to whom the same is disclosed pursuant to sub-clause (c) above;
- (e) to apply thereto no lesser security measures and degree of care than those which the company applies to its own confidential or proprietary information and which the Company warrants as providing adequate protection of such information from unauthorized disclosure copying or use;
- (f) to return to the Council the same and all copies of the same within twenty days of a written request from the Council

3. Limitation and Indemnity

The Company undertakes to indemnify and at all times to keep the Council fully indemnified from and against any loss or disclosure of Confidential Information caused by the Company or its

employees or officers in breach of the obligations contained in the Agreement and from actions, proceedings, claims, demands, costs, (including without prejudice to the generality of this provision legal costs of the Council on a solicitor and own client basis) awards and damages properly incurred as a result of thereof

4. Termination

This Agreement shall continue in force from the date hereof until terminated by mutual consent or by the Council by giving to the Company not less thanprior written notice. The provisions of Clauses 1 2 and 3 shall survive any such termination

5. Notices

All notices under this Agreement shall be in writing sent by telex facsimile or first class registered or recorded delivery post to the party being served at its address specified above or at such other address of which such party shall have given the notice aforesaid and marked for the attention of that party's signatory of this Agreement. The date of service shall be deemed to be the day following the day on which the notice was transmitted or posted as the case may be

6. Entire Agreement Government Law and Jurisdiction

This Agreement constitutes the entire agreement and understanding between the Parties in respect of Confidential Information and supersedes all previous agreements, understandings and undertakings in such respect that the interpretation, construction and effect of this Agreement shall be governed and construed in all respects in accordance with the Laws of England and the Parties hereby submit to the non-exclusive jurisdiction of the English Courts

As WITNESS the hand of the parties the day and year first before written

Signed for and on behalf of
THE THANET DISTRICT COUNCIL

Signed for and on behalf of the
Company

By:.....

Name:.....

Title:.....

Date:

Solicitor as authorised
signatory

Witnessed by:.....

Address:.....

.....