European Single Procurement Document – ESPD (SCOTLAND)

**Information to all Bidders**

**Economic & Financial Standing**

This section seeks to assess Bidders Economic and Financial Standing as well as the ability to meet CB’s minimum Insurance requirements as set out below and included within the Contract Notice.

To assess Bidders financial standing CB will run an Experian Credit Report in order to assess the Bidders commercial stability to carry out this contract for the duration stated in the ITT. Bidders financial status will be assessed on the state of their Net Current Assets, Cash Holdings will also play a large part in determining the Company’s financial status as will the profitability trends. CB reserves the right to call upon further information in respect of Bidders financial status if it is deemed to be required. Further information will be called upon at CB’s absolute and sole discretion.

**Insurance required**

Employers (Compulsory) Liability Insurance

Bidder shall take out and maintain, throughout the period of their services, Employer’s Liability insurance to the value of at least TEN MILLION POUNDS STERLING (£10,000,000) in respect of any one claim and unlimited in the period.

Public Liability Insurance

Bidder shall take out and maintain, throughout the period of their services, Public Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (£5,000,000) in respect of any one claim and unlimited in the period.

Product Liability Insurance

Bidder shall take out and maintain, throughout the period of their services, Public Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (£5,000,000) in respect of any one claim and unlimited in the period.

Professional Indemnity Insurance

Bidder shall take out and maintain, throughout the period of their services, Professional Indemnity insurance to the value of at least FIVE MILLION POUNDS STERLING (£5,000,000) in respect of any one claim and unlimited in the period.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for other EU member states by CB and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless CB agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of tendering then, the Bidder must certify in their response to the ESPDS that the specified insurance will be obtained.

**Quality Management Procedures**

4D.1 The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or EU equivalent),

OR

If No, must be able to provide details of how quality of Management is guaranteed by the organisation to the satisfaction of City Building.

**Health and Safety**

Bidders may be asked to demonstrate competency in Health and Safety and will be called upon to complete the Health and Safety Questionnaire at appendix 1.

**Environmental Management Systems**

Bidders may be asked to demonstrate competency in Environmental matters and will be called upon to complete the Questionnaire at appendix 2.

**Community Benefits**

City Building has a strong reputation for social values. At City Building where we are “Building a Sustainable Future”, we are providing skills to the workforce of tomorrow and generating true economic and sustainable benefits in our local communities and beyond.

We are committed to:

* Delivering lasting employment opportunities to local people, including those with a disability and/or from minority groups.
* Engaging directly with local community groups, organisations and other agencies to ensure we maximise opportunities to improve local areas and overall well-being.
* Combining commercial success with socially and environmentally responsible practices by giving life changing opportunities to those far removed from the labour market.

Our strong commitment to sustainable development will ensure that we continue to leave positive and lasting legacies for future generations and inspire transformations in local communities.

Should the procurement exercise include Community Benefit Criteria then you will be asked to provide details of your experience and also how you plan to deliver this element in terms of the exercise you are tendering for.

What can you expect to be asked in relation to Community Benefits?

Award Criteria

At this stage of procurement you will be asked to provide details of how you plan to deliver the benefits to the community in which CBG work. Not only is it important to consider what you plan to propose but also the process of delivery, how do you intend to achieve your stated outcomes, are they open to the widest possible community, are there support agencies you are going to contact to help you deliver your objectives? Ensure you explain the process in detail.

Please note it is important to remember evaluators can only score the information you provide in your submission.

Further details on the Community Benefit model can be found at;

<http://www.scotland.gov.uk/Publications/2008/02/12145623/1>

or

<http://www.scotland.gov.uk/Publications/2008/02/13140629/0>

**Fair Workplace Practices**

City Building is committed to best value by:

* securing continuous improvement in the performance and delivery of its functions
* maintain an appropriate balance between quality and whole life cost
* having regard to efficiency, economy, effectiveness and equal opportunities and
* contributing to sustainable development

To help ensure best value in the performance and delivery of this contract City Building Glasgow expects to contract with an employer who can demonstrate commitment to maintaining a well-managed, motivated and properly remunerated workforce by promoting good workforce practices.

City Building has adopted polices which help to meet these requirements for its own workforce. This includes:

* Supporting the Glasgow living wage by guaranteeing a minimum standard of income for all City Building Employees. For further information on Glasgow’s living wage please see the following link at [www.glasgowlivingwage.co.uk](http://www.glasgowlivingwage.co.uk)
* a wide range of staff training and development opportunities
* flexible working hours
* offering an employee assistance scheme
* a strong commitment to Modern Apprenticeships
* no inappropriate use of zero hours contracts
* a commitment to equality of opportunity, in recruitment and progression, for all and particularly underrepresented groups in the construction industry such as women, black, minority and ethnic and the disabled.

Invitation to Tender (ITT)-Award Weighted Criteria

At this stage of the procurement you will be asked to demonstrate how you will promote good workforce practices in the delivery of this contract and in turn help secure best value for City Building Glasgow.

Question Guidance:

In your response you may wish to extract some of your employment policies, highlight practices and provide some relevant examples to the extent that this will apply to the delivery of this contract, that will evidence that you adopt a positive approach in respect of maintaining a well-managed, motivated and properly remunerated workforce (e.g. by demonstrating your commitment to paying staff the living wage and that you do not exploit staff through the inappropriate use of zero hours contracts). Your response need not be limited to or reflect any of the examples given above.

**APPENDIX 1**

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| **HEALTH AND SAFETY CONTRACTOR QUESTIONNAIRE**  |

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| You now have two ways of completing the remainder of the Health and Safety Procedures section for this lot. Please read carefully and respond as per the below.**Guidance****If your organisation meets the criteria identified in either section 1A or 1B below and you can provide the supporting evidence required you are not required to answer the remaining questions in this section. If you cannot answer question 1A OR 1B please respond to questions 2 to 17, please ensure you answer all questions from 2 -17 relevant to the lot and include all details as requested. City Building reserves the right to call upon further information if it is deemed appropriate. City Building’s Health and Safety Manager will assess the information you provide and use expertise to assess whether your organisation will be approved or declined for health and Safety for this Lot** |

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| 1A | Have you within the past 12 months successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process/assessment conforms to PAS 91? | Yes | No |
| 1B | Have you within the last 12 months, successfully met the assessment requirements of a construction related scheme in registered membership of the Safety Schemes in Procurement (SSIP)? | Yes | No |
| 2. | Does your organisation have a Health and Safety Policy relevant to your organisation? The Policy should be current, signed by the company Director and include details of your organisation’s health and safety arrangements. **Applicants should note that a copy of the Policy document must be provided with the submission.** If your organisation has no Health and Safety policy or system, please state reason below:- | Yes | No |
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| **HEALTH AND SAFETY CONTRACTOR QUESTIONNAIRE** |
| 3. | Please provide below the name of the Director or equivalent, responsible for the implementation of your organisations Health and Safety Policy/Management System |
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| 4. | Does your organisation have ready access to competent Health and Safety advice (which includes where applicable) advice relating to construction health and safety matters and / or specialist advice relevant to your work activities?***If Yes answer indicated, provide details*** ***and copies*** of any Health and Safety qualifications attained, such as NEBOSH, Diploma in Health and Safety Management, CMISOSH, etc, with this application. | Yes | No  |
| Source of competent Health and Safety advice within your organisation: |  |
| Health and Safety qualifications attained by the named source of Health and Safety advice: |  |
| Name, Address and qualifications of Specialist Health and Safety Advisor to your organisation: |  |
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| Contact Name: |  |
| Job Title: |  |
| Telephone No: |  |
| State Health and Safety qualifications held by the Specialist Safety Consultant: |  |

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| **HEALTH AND SAFETY CONTRACTOR QUESTIONNAIRE** |
| 5. | Does your organisation have procedures in place to convey your Health and Safety Policy arrangements to your employees?Typically this would include the following aspects (but is not definitive) such as Health and Safety induction ,training sessions, toolbox talks, briefings, access to company policy and procedures via internet, hand-outs, etc. **If Yes answer indicated, supporting information/evidence must be provided with your application.** | Yes | No |
| 6. | Does your organisation have a formal procedure in place detailing how accidents/incidents are reported within the organisation and detailing who is responsible for reporting accidents/incidents to external bodies such as the HSE? **If Yes answer indicated, supporting information/evidence must be provided with your application including details of RIDDOR event for the past three years and the actions taken to prevent any future recurrence.**  | Yes | No |
| 7. | Does your organisation undertake any or the Roles detailed within the Construction (Design and Management) Regulations 2015? **If Yes answer indicated, provide details of the CDM Roles your organisation have undertaken in the section below.**Attach evidence in support of your application (for any roles indicated below (i.e. sample Construction Phase Plans, Project Safety Plans, Risk Assessment/Method Statement, Coordination Meetings/ Design Reviews | Yes | No |
| 8. | Does your organisation have a formal First Aid policy and arrangements in place for carrying out first aid risk assessments? **If Yes answer indicated, supporting information/evidence must be provided with your application. (i.e. First aid risk assessments and number of trained first aid persons within your organisation).** | Yes | No  |
| 9. | Does your organisation have formal arrangements in place to ensure employee welfare in terms of the provision of adequate heating, ventilation, hygiene, drinking water, etc? **If Yes answer indicated, supporting information/evidence must be provided with your application.** | Yes | No  |
| 10. | Does your organisation have a procedure in place for the provision and receipt of appropriate personal protective equipment (PPE) which details how PPE requirements are incorporated within the company risk assessments / method statements? **If Yes answer indicated, supporting information/evidence must be provided with your application.** | Yes | No |
| 11. | Does your organisation provide Senior Management Health and Safety Training such as IOSH, CITB, BSC, or equivalent, approved training etc.? **If Yes answer indicated, supporting information/evidence must be provided with your application.** | Yes  | No |
| 12. | Does your organisation provide company and site, job specific Health and Safety induction training for new employees? **If Yes answer indicated, supporting information/evidence must be provided with your application.** | Yes | No |

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| **HEALTH AND SAFETY CONTRACTOR QUESTIONNAIRE** |
| 13. | Does your organisation provide task specific Health and Safety training, such as asbestos, cable detection equipment, abrasive wheels, MEWPS, electrical safety, IPAF/Working at height, PASMA etc. ? **If Yes answer indicated, supporting information/evidence must be provided with your application.** | Yes  | No  |
| 14. | Does your organisation provide any other Health and Safety Training such as CDM, Risk Assessments, Accident Investigations, etc.? **If Yes answer indicated, supporting information/evidence must be provided with your application.** | Yes  | No  |
| 15. | Does your organisation proactively monitor, check, review e.g. audits/inspections and where necessary improve Health and Safety performance? **If Yes answer indicated, supporting information/evidence must be provided with your application.** | Yes  | No  |
| 16. | Does your organisation have a formal procedure in place for vetting the Health and Safety performance of your sub-contractors? **If Yes answer indicated, a copy of the procedure and examples of previous vetting process must be provided with your application.**If No, describe below how your organisation assesses the Health and Safety standards and competence of sub-contractors:- | Yes  | No  |
| 17. | Do you agree to allow City Building Representatives access to your premises, depot or sites for the purpose of Health and Safety inspecting? **If No, please provide reason below:-** | Yes | No |

**APPENDIX 2**

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| **ENVIRONMENTAL CONTRACTORS QUESTIONNAIRE** |

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| 1. | Has your organisation or a client on whose behalf your organisation was engaged been prosecuted or been issued with an improvement notice in the last 3 years by any enforcement body responsible for protecting the environment in respect of any projects or commissions in which your organisation was involved? **If your answer to the above is “yes” please upload details of the notice and details of any remedial action or changes you have made as a result of the conviction or notice served.****Guidance** City Building will not select bidders that have been prosecuted or served notice under environmental legislation in the last three years unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches | Yes | No |
| 2. | In the last three years has your organisation or a client on whose behalf your organisation was engaged been involved in any environmental incident requiring reporting to an enforcement body responsible for protecting the environment in respect of any projects or commissions in which your organisation was involved ?**If your answer to the above is “yes” please upload details of the incident and details of any remedial action or changes you have made as a result of the notice served.****Guidance** City Building will not select bidders that have been prosecuted or served notice under environmental legislation in the last three years unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches | Yes | No  |
| 3. | Does your organisation hold a registration to ISO14001, demonstrating commitment to environmental improvement, prevention of pollution and compliance with environmental legislation and regulations?**Guidance** **If Yes please provide a copy of your ISO14001 certification with your uploaded submission.****If No please provide details of your organisation’s Environmental Policy and Environmental Management arrangements/systems.** | Yes  | No |

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| **ENVIRONMENTAL CONTRACTORS QUESTIONNAIRE** |
| 4. | Does your organisation have Sustainability Policy that shows commitment to sustainable business practices e.g. responsible sourcing of materials, efficient transport practice etc.?**Guidance**  **If Yes please provide a copy with your uploaded tender submission.****If No please provide details below of how you embed sustainable practices into your organisation**. | Yes | No |
| 5. | Does your organisation employ and Environmental Specialist or have access to an Environmental Consultant who provides guidance and competent environmental advice and ensures your organisation is kept up to date with the latest environmental legislation? **Guidance** **If Yes please provide details below****If No please describe below how your organisation ensures that it is kept up to date with environmental legislation and best practices applicable to your work activities** | Yes | No |
| 6. | Does your organisation hold any environmental licences or permits such as waste managed licences and exemption, water discharge authorisation, Scottish water standpipe licences etc.?**Guidance** **If Yes please provide copies with your uploaded submission** | Yes | No |
| 7. | Does your organisation have procedures in place for communication and training to ensure that staff/operatives are aware of the potential impacts on the environment from their work activities and how they can minimise these impacts? **Guidance****IF Yes please provide copies of your procedures****If No please describe how ensure that staff are made aware of environmental issues.** | Yes | No |
| 8. | Do you agree to allow City Building Representatives access to your premises and/or sites for the purpose of Environmental inspecting?**Guidance****If No please provide your reason below.** |  |  |