

# Various Maintenance Contracts 2015/17- Quality Assessment Questionnaire



**Valid From: 31/10/14**

**Valid To: 31/03/17**

**Version: 1.0**

## **Notes for Contractors and Suppliers**

The purpose of this questionnaire is to assist **Empowering People Inspiring Communities Ltd** in aiding the award of the contract to complete all or part of the Various Maintenance Contracts 2015/17. You must answer all questions relevant to your organisation in full and provide any documentation that is requested in order for your application to be considered. Where a question is not relevant to your organisation please mark this clearly as 'Not Applicable.'

You must return your completed Quality Assessment to EPIC Housing in accordance with the directions included in the Invitation Letter **by midday on 30<sup>th</sup> January 2015**. Should you have any queries on the form or the information required then **please contact:**

**Name: Hadrian Noble**

**Tel: 01782 222631**

**Email: [h.noble@epichousing.co.uk](mailto:h.noble@epichousing.co.uk)**

## **Section 1: Your Organisation**

**1.1— Company Name:.....**

**Registered Address:.....**

.....

.....

**Company Number:.....**

**Telephone Number:.....Fax Number:.....**

**Email Address:.....**

**Web Address:.....**

**1.2—If a member of a group of companies please provide the name and address of the Parent Company.**

**1.3—Is your organisation:**

a) a public limited company?

☐

b) a limited company?

☐

c) a partnership?

☐

d) a sole trader?

☐

e) Other (please detail).....

Please tick one.

**Section 2: Finance and Insurance Information**

**2.1—What is your Annual Turnover for the last 3 years?**

**2.2—Have any of your last 3 years audited accounts been qualified? Please provide copies of your Audited Accounts for the last 3 years.**

**2.3—Do you hold any of the following insurance policies? If yes, please provide copies.**

**Employers Liability:**

☐

**Public Liability:**

☐

**Professional Indemnity:**

☐

**Other (please detail):.....**

**2.4—Please give details of any outstanding claims or litigation against your organisation.**

**Section 3: Construction (and related) Businesses only**

**3.1—Is a Construction Industry Tax Deduction Certificate held? If so please provide a copy.**

**3.2—Are you registered with Construction line? If yes what is your registration number?**

**Section 4: Details of your Services and Employees involved in Delivering them**

**4.1—What are the main Business Activities of your organisation?**

**4.2—Please provide a summary of any similar contracts recently completed or currently being undertaken, giving periods covered and employees involved.**

**4.3—How many staff does your organisation employ? Of these how many are employed in Middle Management positions and above?.**

**4.4—How do you assess the suitability of employees employed?**

**4.5—How do you ensure that your staff are skilled and well informed?**

**Section 5: Health and Safety**

**5.1—Please provide us with details of the steps you take to ensure the health and safety of your staff and visitors. If you have a policy please provide a copy and detail when it was last reviewed.**

**5.2—Has your organisation had any Health and Safety Executive (HSE) reportable accidents in the last 12 months, if so please provide details.**

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| <b><u>Section 6: Equality and Diversity</u></b>  |          |
| 6.1—Does your organisation have an Equality and Diversity (or Equal Opportunities) Policy? If so please provide a copy.  | Yes / No |
| 6.2—Do you observe as far as possible the Equality and Human Rights Commission - Statutory Code of Practice: Employment, which gives practical guidance to employers and others on the elimination of discrimination and the promotion of equal opportunity in employment? | Yes / No |
| 6.3—Has there ever been a complaint of discrimination (either racial, sexual or relating to age or a disability) against the company? If so please provide details:.....   | Yes / No |
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| <b><u>Section 7: Environmental Management</u></b>  |          |
| 7.1—Does your organisation have an environmental policy? If so what does it cover?   |          |
| 7.2—Can you give an example of innovative working practices which benefit the environment.   |          |

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|--|---|
| <b><u>Section 8: Professional and Business Standing</u></b>  |   |
| <b>8.1—Has your organisation or are any of the directors, partners or proprietors:</b> <ul style="list-style-type: none"> <li>• In a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors or subject to relevant proceedings.</li> <li>• Been convicted of a criminal offence related to business or professional conduct?</li> <li>• Committed an act of grave misconduct in the course of business.</li> <li>• Not fulfilled obligations related to payment of social security contributions.</li> <li>• Not fulfilled obligations related to payment of taxes.</li> <li>• Is guilty of serious misrepresentation in supplying information.</li> </ul> <p>If you have answered yes to any of the above please provide details below:</p> | <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> |
| <b>8.2 — In relation to the Bribery Act 2010:</b> <ul style="list-style-type: none"> <li>• Confirm compliance with the Act, with breaches permitting immediate contract termination, the right to withhold payment and the ability to recover any consequential fines and/or costs.</li> <li>• A continuing commitment to maintain adequate procedures and to report to EPIC any incident or suspicions of bribery.</li> <li>• Prohibition on assignment to subcontract without permission.</li> </ul> <p>I confirm     /     I do not confirm</p>   |   |

**Section 9: References, Quality Assurance and Innovation**

**9.1—Please provide 3 references including names, address details, email address and telephone numbers.**

**Reference 1:**

**Reference 2:**

**Reference 3:**

**9.2—Are you or any of the Senior Management Team or Directors of your organisation relatives of any Board Member or Employee of EPIC (full lists of employees and board members are available on request)?**

**9.3—Have you had any contracts terminated for poor performance in the last 3 years or any contracts where damages have been claimed by the contracting body? If so please provide details.**

**9.4—Do you permit us to take up a bankers reference? If so please enclose a completed authorisation slip.**

**9.5—Does your company measure customer satisfaction? If so please provide details of how and any results that you have for the last 12 months.**

**9.6—Is your organisation registered with any regulatory or accredited bodies? If so please provide details.**

**9.7—What actions can your organisation take to help EPIC Housing demonstrate compliance with the Social Value Act 2012?**



**9.8—Can you give an example of innovative working practices which have improved delivery of service to your customers.**

**Section 10: Contractors Only to complete this section**

**10.1— What is your present total capacity per annum, that is, details of the volume of works completed currently.**

**10.2 – What is your future total capacity per annum (if you are planning expansion), that is, details of the volume of works anticipated to be completed.**

**10.3 – What trades are normally carried out by your OWN employees?**

**10.4 – Does your company usually use contracted out labour? If so, please detail which trades you do this for and the control mechanisms in place.**

**10.5 – Please provide details of previous tenders submitted for similar Social Housing Schemes.**

**I declare that to the best of my knowledge the answers submitted in this Quality Assessment and any supporting information are correct. I understand that the information will be used to assess my organisation's suitability for the award of the Maintenance Contract(s) for Empowering People Inspiring Communities' requirements and that any incorrect information will result in my organisation being removed from the supplier list.**

**Name:.....Job Title:.....**

**Signed.....Date:.....**