

# Appendix A – Dynamic Purchasing System, Application for works £50,000 - £2,000,000

STATEMENTS IN RELATION TO THE EUROPEAN SINGLE PROCUREMENT DOCUMENT ESPD (SCOTLAND) QUESTIONS WHICH PROVIDE GUIDANCE ON THE REQUIREMENTS OF THE SPECIFIC QUESTIONS IN PART IV: SELECTION CRITERIA OF THE ESPD (SCOTLAND)

**ALL INFORMATION IN THIS QUESTIONNAIRE SHALL BE COMPLETED BY THE BIDDER**

## Part I: Information concerning the procurement procedure and public body

### INFORMATION ABOUT THE PROCUREMENT PROCEDURE

<b>Details of public body</b>	<b>Answer</b>
Name:	Orkney Island Council
<b>Which procurement is concerned?</b>	<b>Answer</b>
Title or short description of the procurement:	DPS application for works £50,000 - £2,000,000
File reference number attributed by the public body:	July 2018 – June 2021

## Part II: Information concerning the bidder

### A: INFORMATION ABOUT THE BIDDER

#### Instructions for Bidders

This section seeks background information about the bidder; this section is not normally evaluated however the public body may choose not to select bidders that cannot provide basic company information.

**All personal information supplied will be treated as confidential and will be subject to the Data Protection Act 1998.**

Question Reference	Identification	Answer
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**2A.17.4 IF YOU HAVE ANSWERED YES TO QUESTION 2A.17, PLEASE ENSURE THAT EACH PARTICIPANT LISTED ABOVE PROVIDES A SEPARATE ESPD RESPONSE.**

Question Reference	Lots	Answer
2A.18	Where applicable, please indicate the lot(s) for which the bidder wishes to tender:	Indicated which lot number and area you wish to be considered for (see Appendix B)

### Part IV: Selection criteria

Concerning the selection criteria (Sections A to D of this part), the bidder declares that:

#### A: SUITABILITY

#### Instructions for Bidders

The bidder should **only** provide information where the selection criteria concerned have been required by the public body in the relevant Contract Notice.

Question Reference	Suitability	Answer
4A.1	<b>1) The bidder is enrolled in the relevant professional or trade registers kept in the Member State of its establishment (as described in Schedule 5 of the <u>Public Contracts (Scotland) Regulations 2015</u>):</b>	See section iii.1.1 of the notice
4A.1.1	If the relevant documentation is available electronically, please indicate:	The web address: [text] The issuing authority or body: [text] The precise reference of the documentation: [text]

4A.2	<b>2) For service contracts:</b> Is it a requirement in the bidder's country of establishment to hold a particular <b>authorisation or membership</b> of a particular organisation needed in order to be able to perform the service in question:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4A.2.1	<b>If yes</b> , please specify which authorisation or membership is required:	[text]
4A.2.2	Please indicate whether the bidder has the required authorisation or membership (as named above):	<input type="checkbox"/> Yes <input type="checkbox"/> No
4A.2.3	If the relevant documentation is available electronically, please indicate:	The web address: [text]
		The issuing authority or body: [text]
		The precise reference of the documentation: [text]

## B: ECONOMIC AND FINANCIAL STANDING

### Instructions for Bidders

The bidder should **only** provide information where the selection criteria concerned have been specified by the organisation in the relevant Contract Notice.

Your financial accounts and supporting information should be in English and in UK Sterling. If the original documents are not in English, please provide copies of the originals and a certified translation into English. If the sums in the accounts are not expressed in UK Sterling then copies of the original accounts, shall be provided together with a UK Sterling rate equivalent copy utilising the pound buys exchange rate applicable on the date of issue of the ESPD.

Question Reference	Economic and financial standing	Answer
4B.1.1	The bidder should provide its ("general") yearly turnover for the number of financial years specified in the relevant Contract Notice:	Bidders should provide their "general" yearly turnover for the most recent two years (as per their audited accounts).
4B.1.3	If the relevant documentation is available electronically, please indicate:	If available electronically, bidders are required to indicate this here.
4B.2.1	The bidder should provide its yearly ("specific") turnover in the business area(s) covered by the contract and specified in the relevant Contract Notice:	Bidders should provide their "specific" turnover in the business area(s) covered by the contract for the most recent two years (as per their audited accounts).
4B.2.3	If the relevant documentation is available electronically, please indicate:	If available electronically, bidders are required to indicate this here.
4B.3	In case the information concerning turnover (general	Where turnover information is not available for the time period requested, the bidder will be

	or specific) is not available for the entire period required, please state the date on which the bidder was set up or started trading:	required to state the date which they were set up/started trading.
4B.4	The bidder confirms the name, value and/or range of the financial ratios specified in the relevant Contract Notice are as follows:	<p>Bidders will be required to state the values for the following financial ratios for the most recent two years and it is an expected requirement that the ratios are within the acceptable ranges:</p> <p><b>Liquidity Ratio of the Company</b> (<i>current assets divided by current liabilities – found on Balance Sheet</i>)  The acceptable range for this ratio is: 1:2 or more  Ratio value (Year:.....):  Ratio value (Year:.....):</p> <p><b>Net Profit Margin of the Company</b> (<i>net profits divided by revenue x 100</i>)  The acceptable range for this ratio is: &gt;0 (i.e. Positive)  Ratio value (Year:.....):  Ratio value (Year:.....):</p> <p><b>Annualised Contract Value to Turnover</b> (<i>Annualised Contract value: Contract Value divided by Contract Duration as per Contract Notice</i>)  The acceptable range for this ratio is:1:2 or more  Ratio value (Year:.....):  Ratio value (Year:.....):</p>
4B.4.1	If the relevant documentation is available electronically, please indicate:	If available electronically, bidders are required to indicate this here.
4B.6	Concerning any other economic or financial requirements, that may have been specified in the relevant Contract Notice, the bidder declares that:	<p>Bidders shall include copies of the audited accounts for the most recent two years and, where appropriate, shall provide additional supporting information including e.g. details of any significant differences since the last set of audited accounts.</p> <p>The following additional supporting information can also be provided in respect of your organisation:</p> <ol style="list-style-type: none"> <li>i. A statement of your turnover, profit and loss account and cashflow for the most recent year of trading; and/or</li> <li>ii. A statement of your cashflow forecast for the current year and a bank letter outlining the current cash and credit</li> </ol>

		position; and/or An alternative means of demonstrating financial status
4B.6.1	If the relevant documentation that may have been specified in the relevant Contract Notice is available electronically, please indicate:	Bidders shall include copies of the audited accounts for the most recent two years and, where appropriate, shall provide additional supporting information to the Authority. If these are available electronically, bidders are required to indicate this here.

**C: TECHNICAL AND PROFESSIONAL ABILITY**

Not used

**D: QUALITY ASSURANCE SCHEMES AND ENVIRONMENTAL MANAGEMENT STANDARDS**

Question Reference	Questions from ESPD (Scotland)	Related Statements for ESPD (Scotland)
4D.1	Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required quality assurance standards, including accessibility for disabled persons?	<p><b><u>Quality Management Procedures</u></b></p> <p>1. The bidder <u>must hold</u> a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),</p> <p><b>OR;</b></p> <p>2. The bidder must have the following:</p> <p><b>2a.</b> A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the</p>

		<p>organisation.</p> <p><b>2b.</b> Documented procedures for periodically reviewing, correcting and improving quality performance including processes for ensuring that the bidder's quality management is effective in reducing/preventing incidents of sub-standard delivery. This must include the quality of output and general performance.</p> <p><b>2c.</b> A documented process for ensuring that quality management is effective in reducing/preventing incidents of sub-standard delivery. This must include the quality of output and general performance. The bidder must be able to provide copies of their organisation's documentation procedures that meet current agreed good practice. These must include the arrangements for quality management throughout the bidder's organisation. They must set out how the bidder's organisation will carry out its policy, with a clear indication of how the arrangements are communicated to the workforce.</p> <p><b>2d.</b> Documented arrangements for providing the bidder's workforce with quality related training and information appropriate to the type of work for which this organisation is likely to bid. This will demonstrate that the organisation has in place, and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to discharge their various responsibilities. These must include a programme of training that will keep the workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and records.</p>
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**2e.** Documented arrangements that the organisation has a system for monitoring quality management procedures on an on-going basis. The bidder's organisation must be able to provide evidence of systematic, periodic review and improvement of quality in respect of output and general performance

**2f.** Documented arrangements for ensuring that the bidders apply quality management measures that are appropriate to the work for which they are being engaged.

**2g.** A documented process demonstrating how the bidder deals with complaints. The bidder must be able to provide details of how their organisation maintains records of any complaints received and how corrective measures are carried out to prevent reoccurrence.

**Health and Safety Procedures**

**3.** The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, 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) forum.

**OR;**

**4a** The bidder must have a regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The

policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

**Note** - *Organisations with fewer than five employees are not required by law to have a documented policy statement.*

**4b.** A documented process demonstrating the bidder's arrangements for ensuring that H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents. This must provide details of the arrangements for H&S management that are relevant to the nature and scales of the requirement.

**4c.** A documented procedure how the bidder obtains access to competent Health and Safety advice and assistance. This must demonstrate evidence of how the bidder's organisation obtains access to competent Health and Safety advice.

**4d.** Documented arrangements for providing the bidder's workforce with training and information appropriate to the type of work of which the organisation is likely to bid. This must provide evidence that the bidder has in place, and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to discharge the various duties. This will provide details of staff health and safety training arrangements and how relevant

information is communicated to staff. This must also include a description of arrangements for keeping the workforce updated on legislation and good H&S practice applicable throughout the organisation.

**4e.** A documented procedure describing what H&S or other relevant qualifications and experience the bidder's workforce has, in order to implement the H&S policy to a standard appropriate for the work for which the organisation is likely to bid. This must demonstrate that the workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision, e.g. trainees.

**4f.** Documented arrangements for checking, reviewing and where necessary, improving the bidders H&S performance. This must demonstrate that the bidder's organisation has in place, and implements, a system of monitoring H&S procedures on an on-going basis and for periodically reviewing and updating that system as necessary.

**4g.** Documented arrangements for involving the bidder's workforce in the planning and implementation of H&S measures. This must demonstrate that the bidder has in place, and implements, a means of consulting its workforce on H&S matters and show how workforce comments, including complaints, are taken into account.

**4h.** Documented procedures for recording accidents/incidents and undertaking follow-up action. This will include records of accident rates and

frequency for all RIDDOR reportable events for at least the last 3 years. It must demonstrate a system for reviewing significant incidents, and recording action taken as a result including action taken in response to enforcement.

**4i.** Documented arrangements for ensuring that the bidder's suppliers apply H&S measures to a standard appropriate to the work for which they are being engaged. This must demonstrate that the bidder's organisation has, and implements, arrangements for monitoring suppliers' H&S procedures, and for ensuring that H&S performance appropriate for the work undertaken is delivered throughout the whole of your organisation's supply chain.

**4j.** Documented arrangements for carrying out risk assessments capable of supporting safe methods of work and reliable contract delivery where necessary. This must demonstrate that the bidder has in place, and implements, procedures for carrying out risk assessments and for developing and implementing safe systems of work ("method statements"), and be able to provide relevant indicative examples. The identification and control of any significant occupational health issues must be prominent.

**Note** - *Organisations with fewer than five employees are not required by law to record risk assessments.*

**4k.** Documented arrangements for co-operating and co-ordinating the bidder's work with other suppliers. This must provide an explanation of how co-operation and co-ordinating of the work is achieved in practice, and

		<p>how other organisations are involved in drawing up method statements/safe systems of work etc. including arrangements for response to emergency situations. This must include details of how comments and input from your suppliers will be taken into account and how external comments including any complaints, will be responded to.</p> <p><b>4l.</b> Documented arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of the bidder's employees. This must demonstrate that suitable welfare facilities will be in place before starting work on site, whether provided by site specific arrangements or the bidder's own organisational measures.</p> <p><b>4m.</b> You must meet any health and safety requirements placed upon you by law.</p>
4D.1.1	<p><b>If not</b>, please explain why and specify which other means of proof concerning the quality assurance scheme can be provided:</p>	<p>If the bidder cannot provide or obtain any of the measures required in Question 4D.1 above, the bidder must explain why and specify which other means of proof can be provided.</p>
4D.1.2	<p>If the relevant documentation is available electronically, please indicate:</p>	<p>If available electronically, bidders are required to indicate this here.</p>
4D.2	<p>Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required environmental management systems or standards?</p>	<p><b>1.</b> The Bidder <u>must hold</u> a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,</p> <p><b>OR;</b></p> <p><b>2.</b> The bidder must have the following:  <b>2a.</b> A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent. This policy must include and describe the bidder's environmental emergency response procedures, including the preparedness and response procedures for potential</p>

		<p>accidents and emergency response situations that give rise to significant environmental impacts (for example hazardous substances spill control).</p> <p><b>2b.</b> Documented arrangements for ensuring that the bidder's environmental management procedures are effective in reducing / preventing significant impacts on the environment. This should evidence that the bidder's organisation's environmental policy implementation plan provides information as to how the organisation aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce in relation to environmental matters including: sustainable materials procurement; waste management; energy management. This should include the arrangements for responding to, monitoring and recording environmental incidents and emergencies and complaints.</p> <p><b>2c.</b> Documented arrangements for providing employees with training and information on environmental issues, including evidence that the bidder has in place, and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties. This should include a programme of refresher training that will keep the workforce updated on relevant legal requirements and good environmental management practice.</p> <p><b>2d.</b> Documented arrangements for checking, reviewing and where necessary improving, the bidder's environmental management performance and the environmental impact of this organisation, demonstrating that it has in place, and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties. This should include a programme of refresher training that will keep the workforce updated on relevant legal requirements and good environmental management practice.</p> <p><b>2e.</b> Documented arrangements checking, reviewing and where necessary improving, the bidder's environmental</p>
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		<p>management performance and the environmental impact of this organisation, demonstrating that it has a system for monitoring environmental management procedures on an on-going basis and for updating them at periodic intervals. These must include details of the procedures in place to access and deal with environmental risks.</p> <p><b>2f.</b> Procedures for dealing with waste (e.g. waste management plans, waste segregation, recycling etc.).</p> <p><b>2g.</b> Documented arrangements for ensuring that any suppliers the bidder engages apply environmental protection measures that are appropriate to the work for which they are being engaged, including procedures for monitoring supplier's environmental management arrangements and ensuring that environmental performance appropriate for the work to be undertaken is delivered throughout the whole of the bidder's supply chain.</p>
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## Part VI: Concluding statements

### Instructions for Bidders

The bidder must fill in the grey coloured sections in the brackets below with the relevant information before submitting the contract to the public body or before uploading it to the relevant online sites.

\*Signature(s) are only required if a paper copy of this document is used. If the ESPD (Scotland) document is sent through PCS, the document does not need a signature.

The undersigned formally declare that the information stated under Parts II – V above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where the contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge. On condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access.

The undersigned formally consent to Forth Valley College gaining access to documents supporting the information, which has been provided in this European Single Procurement Document response for the purposes of the below OJEU Open Procedure: BD-003 Provision of Engineering Construction Industry Training Board (ECITB) Training (Internal and External Training Courses for Oil Industry Apprentices).

Signature(s)\*(where required or necessary): [text]

Name: [text]

Position: [text]

Date: [date]

Place: [text]