



ORKNEY
ISLANDS COUNCIL

Pre-Qualification Questionnaire

**APPROVED CONTRACTORS LIST FOR
BUILDING AND CIVIL ENGINEERING WORKS**

Guidance Notes for Completion of Qualification Questionnaire

Questionnaire Purpose

The purpose of this questionnaire is to establish that those candidates seeking inclusion on the approved contractors list for building and civil engineering works are suitably capable, competent, qualified and experienced to deliver the requirements of Orkney Islands Council (“the Authority”).

Questionnaire Layout

The questionnaire is split into 5 distinct parts:

Part A seeks background information;

Part B requests details of your financial status;

Part C seeks to find out whether your organisation, or any relevant directors, partners or employees, have been convicted of certain criminal offences;

Part D relates to business probity and

Part E relates to service operation and quality issues.

All information requested should be provided in the order and format of the Parts. Candidates may respond using their own text creation facilities

Questionnaire Responses

Completed questionnaires may be submitted via the Public Contract Scotland Portal secure mailbox facility at www.publiccontractsscotland.gov.uk

OR

For paper submissions: Electronic submission is preferable for administrative purposes, but no Candidate will be prejudiced by submitting a paper copy.

One copy of the completed PQQ should be sent in a plain envelope marked ‘Approved Contractors List’ and returned to the Authority. The Authority does not accept responsibility for the premature opening or mishandling of envelopes that are not submitted in accordance with these instructions.

Candidates are advised that their responses may be reproduced and that no further indication or request prior to publication will be made.

Only information provided as a direct response to the questionnaire will be evaluated. **Candidates should respond to the questionnaire on the basis that the Authority has no prior knowledge of their organisation.** Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. Marketing material should not be included

Supplementary documentation may be attached to the questionnaire where applicants have been directed to do so. Such material must be clearly marked with the name of the organisation and the question to which it relates. All questions must be answered.

Please note that we may require clarification of the answers provided or ask for additional information.

The response should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.

Candidates should be aware that erroneous or incorrect responses may result in removal from tender list(s). In the event that this is only discovered once invitations to tender have been issued the candidate may be required to return tender documents which will be deemed void. In the case where the error or misrepresentation is not discovered until after the contract is awarded, the Authority reserves the right to determine the contract and all costs incurred by us as a result of the determination shall be recoverable from the provider under the contract

If applying on behalf of a **consortium**, please list the names and addresses of all other members of the consortium. Please note that the questionnaire will be evaluated on the basis of the details supplied in the questionnaire and, if shortlisted, an Invitation to Proposals will be issued to the nominated lead organisation only. Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation will be sent to the nominated lead organisation.

If sub-contractors are proposed to assist in the delivery of the proposed services, please list the business names and addresses.

NOTE: In respect of an expression of interest which includes consortia or sub-contractors, it is the lead organisation that completes the entire questionnaire. However, we reserve the right to request further information in respect of the lead organisation and/or partnering organisations should it be deemed necessary for evaluation purposes.

Freedom of Information

The Freedom of Information (Scotland) Act 2002, which came into force on 1 January 2005, designates the Authority as a Scottish public authority and therefore subject to the provisions and obligations in that Act. This means that any person who makes a valid request for recorded information held by the Authority will be entitled to receive it, unless all or part of that information can be withheld by virtue of the exemptions in that Act.

As part of our responsibility under the Act, the Authority may be required to disclose any information held relating to your response to anyone who makes a request under that Act. Such information may only be withheld if it meets one or more of the exemptions or conditions in that Act. Information held cannot simply be classified as "confidential" or "commercial in confidence" to enable it to be protected from disclosure.

The Authority may publish the names and contact details of companies who have been issued with a Questionnaire on its website.

Information may also be requested under the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.

Constructionline

Contractors who have registered with Constructionline need only complete sections 1-14 below and Appendix D, and should provide their Constructionline registration number.

Questionnaire

1. CONTRACT TITLE

Application to be included on the Approved Contractors List for Building and Civil Engineering Works

2. TIMETABLE

Return of questionnaire: **By return**

Commencement of Approved List: **1st May 2011**

3. OVERVIEW OF THE REQUIREMENT

Orkney Islands Council is to introduce an approved list of contractors for reactive works, quotations, and tenders up to £100,000 for building and civil engineering works.

Reactive works up to £5,000

Within this category contractors will be required to respond to individual works orders for reactive repairs including providing an emergency response service within the following areas:-

Flotta

Hoy

Shapinsay

Rousay

Egilsay

Wyre

Stronsay

Eday

Sanday

Westray

Papa Westray

North Ronaldsay

Orkney Mainland (For civil engineering works only. All building construction works on the Orkney mainland are excluded from this approved list as the reactive service is provided within existing maintenance agreements.

*Quick quotes between £5,000 and £50,000

Quotations for works with a value of between £5,000 and £50,000 will no longer be advertised. Quotations will be sought directly from those who are on the councils approved list for the particular works being procured.

Quick quotes will be invited by electronic means only and contractors will need to be registered with www.publiccontractsscotland.gov.uk to participate in the quotation exercise.

Tendered Contracts between £50,000 and £100,000

These works opportunities will generally be advertised locally. PQQs submitted in response to this advertisement will be used to assess a contractors suitability for inclusion on the tender list.

General information

In establishing this approved contractors list the Council does not guarantee any minimum level of expenditure, quantity, allocation or value of work or inclusion in any quotation or tendering exercise. The allocation of work will be determined by the prevailing circumstances and may relate to the availability of internal resources, the contractors availability, location, trade discipline, performance monitoring (including health and safety monitoring) and the ability of the contractor to respond to a specific requirement in a specific area.

Inclusion on the approved contractors list will be for a period of one year.

To apply for inclusion on the approved contractors list applicants are required to complete and submit a Pre-Qualification Questionnaire. The purpose of the questionnaire is to establish that those applicants seeking inclusion on the approved list of contractors are suitably capable, competent and qualified to deliver the Council's requirements. The Pre-Qualification Questionnaire can be obtained from the Public Contracts Scotland website at www.publiccontractsscotland.gov.uk

Late submissions may not be considered. You are strongly advised to submit a PQQ by the deadline.

*Quick Quote is an efficient solution for low value procurement exercises. It is an online request for quotation facility. It is used to obtain competitive quotes for low value/low risk procurement exercises from contractors who are registered on the Public Contracts Scotland Portal at www.publiccontractsscotland.gov.uk The Quick Quote request is created online and sent to a selected list of contractors. Only those suppliers selected to quote can access the details of the quote and submit a bid. Registered contractors complete the required details and submit their quotation using the secure electronic post-box. A full electronic audit trail is maintained.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=195212.

The awarding authority has indicated that it will accept electronic responses to this notice via a 'Tender Submission Postbox' facility. Further details of this facility are available at http://www.publiccontractsscotland.gov.uk/PostBox/Postbox_Explain.aspx?ID=195212.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems. The postbox closes precisely at the time stated.

4. QUESTIONNAIRE SELECTION CRITERIA

Questionnaires will in the first instance be reviewed for completeness and a satisfactory response to the Business Probity (Part D), the Criminal Convictions (Part C) and then Background Information (Part A questions). Candidates may be excluded in accordance with Regulation 23 of the Public Contracts (Scotland) Regulations 2006. Financial status (Part B) will be assessed to ensure that suitably qualified and experienced candidates have the financial standing to perform the contract(s). Then the Candidates technical capacity will be assessed based on the responses to Part E.

In the qualification of candidates, the Authority will apply a scoring and assessment methodology in accordance with Appendix C of this PQQ. Only Candidates who score a minimum of three for each question/group of questions in accordance with the scoring criteria described at appendix C will be accepted for the approved list.

5. CONTACT DETAILS

Building Construction Works

NAME	Gwyn Evans
ADDRESS	Facilities Manager Orkney Islands Council Development and Environment Services Council Offices School Place Kirkwall
POST CODE	KW15 1NY
TELEPHONE NUMBER	01856 873535 Ext: 2723
E-MAIL ADDRESS	gwyn.evans@orkney.gov.uk

Civil Engineering Works

NAME	Peter Bevan
ADDRESS	Engineering Services Manager Orkney Islands Council Development and Environment Services Council Offices School Place Kirkwall
POST CODE	KW15 1NY
TELEPHONE NUMBER	01856 873535 Ext: 2330
E-MAIL ADDRESS	peter.bevan@orkney.gov.uk

All clarification questions relating to this PQQ must be submitted in writing via the Public Contracts Scotland Portal at www.publiccontractsscotland.gov.uk

IMPORTANT INFORMATION RELATING TO THE COMPLETION OF THE PQQ

Part A (Background Information), Part B (Financial Status), Part C (Conviction of criminal offences), Part D (Business Probity) are intended to capture corporate/generic information in relation to the Candidate. Appendix D identifies the areas and types of work for which the Candidate wishes to apply. All questions must be answered by the Candidate.

PART A - BACKGROUND INFORMATION

1.	Name of Organisation	
2.	Address for all correspondence	
3.	Contact Name	
4.	Contact Position	
5.	Telephone Number	
6.	Fax Number	
7.	E-mail address	
8.	Website address (if applicable)	
9.	Address of Registered Office (If applicable)	
10.	Nature of Organisation (e.g. plc, Partnership etc).	
11.	Names of the Directors or Partners	
12.	Group If the Organisation is a Member of a Group of Companies, please give the name and address of the ultimate parent company.	
13.	Company Registration Number (Or alternative EU registration number).	
14.	VAT Registration Number (Or alternative EU registration number).	

PART B - FINANCIAL STATUS

BANK DETAILS					
15.	Name of Bank: (From which a financial reference may be sought).				
16.	Address:				
17.	Telephone Number:				
18.	Suitable contact name:				
19.	Telephone Number: (if different)				
20.	Provide a copy of the letter to your bank on your headed paper signed by an authorised signatory, instructing them to provide Orkney Islands Council with a financial reference. The bank reference should detail any material changes. A copy of this letter must be attached to your completed PQQ. Your bank should submit the reference directly to Orkney Islands Council. Please note that any costs attributable with the request for a bank reference must be borne by your organisation.				
21.	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Copy of letter to your bank requesting a bank reference enclosed</td> <td>YES <input type="checkbox"/></td> </tr> <tr> <td></td> <td>NO <input type="checkbox"/></td> </tr> </table>	Copy of letter to your bank requesting a bank reference enclosed	YES <input type="checkbox"/>		NO <input type="checkbox"/>
Copy of letter to your bank requesting a bank reference enclosed	YES <input type="checkbox"/>				
	NO <input type="checkbox"/>				
22.	Provide details of the Annual Turnover (in £ Sterling) for: (If you cannot provide these details, please give a full explanation).				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">Latest Year</td> <td></td> </tr> <tr> <td>One year previous</td> <td></td> </tr> </table>	Latest Year		One year previous	
Latest Year					
One year previous					

Please attach one copy of your organisation's audited accounts (or equivalent) and the accounts of your group (if applicable) for the last 2 financial years together with details of any significant changes since the last year end. The accounts should be in English and in UK Sterling. 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 February 2011 which equivalent copy accounts shall be certified by the auditors. The original accounts should have been signed and dated by Directors and auditors or marked as draft. If you cannot provide these documents, please give a full explanation.

23.	INSURANCES - Provide evidence of the Employers' Liability insurance (Minimum £5,000,000), Public Liability insurance (Minimum £5,000,000) and any other insurance that your organisation holds. The evidence provided must include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.	
	Name of insurer	
	Address	
	Type of insurance	
	Policy numbers	
	Expiry date	
	Limits of indemnity (<i>per occurrence and aggregate</i>)	
	Excess (<i>if any</i>)	

PART C – CONVICTION OF CRIMINAL OFFENCES

24.	Have any of the directors, partners or any other person who has powers of representation, decision or control of the organisation ever been convicted of any of the following offences? If you answer yes to any of these questions please give details. Please note that by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2007 information in relation to spent convictions is also required to be disclosed.	
	The common law offence of conspiracy where the conspiracy relates to participation in a criminal organisation;	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Bribery or corruption within the meaning of section 68 and 69 of the Criminal Justice (Scotland) Act 2003;	YES <input type="checkbox"/> NO <input type="checkbox"/>
	The common law offence of incitement to commit a crime;	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of: (i) the offence of cheating the Revenue; (ii) the common law offence of fraud; (iii) the common law offence of theft or fraud; (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985; (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994; (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or (vii) the common law offence of uttering; (viii) the criminal offences at common law of attempting to pervert the course of justice;	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Money laundering within the meaning of the Money Laundering Regulations 2007;	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Any other offence within the meaning of Article 45(1) of EC Directive 2004/18 as defined by the national law of any relevant state.	YES <input type="checkbox"/> NO <input type="checkbox"/>

Note: Failure to disclose information relevant to this section may result in your exclusion from this competition or the termination of any contract that may be awarded to you

PART D - BUSINESS PROBITY

Please confirm whether any of the following criteria applies to your organisation:		
25.	Is the organisation bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings under national laws or regulations?	YES <input type="checkbox"/> NO <input type="checkbox"/>
26.	Is the organisation the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations?	YES <input type="checkbox"/> NO <input type="checkbox"/>
27.	Has any employee whom you would propose to use to deliver the proposed Works been convicted of an offence concerning his professional conduct by a judgement by a professional body which has the force of res judicata? ¹	YES <input type="checkbox"/> NO <input type="checkbox"/>
28.	Has any employee whom you would propose to use to deliver the proposed Works been guilty of misrepresentation in supplying or failing to supply the information that may be required in this Section of the questionnaire? (i.e. Part D – Business Probity)	YES <input type="checkbox"/> NO <input type="checkbox"/>
29.	Has any employee whom you would propose to use to deliver this service been guilty of grave misconduct in the course of business or profession?	YES <input type="checkbox"/> NO <input type="checkbox"/>
30.	Has the organisation failed to fulfil obligations relating to the payment of social security contributions in accordance with the legal provisions of the United Kingdom or the country in which it is established?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Note: Failure to disclose information relevant to this section may result in your exclusion from this and/or other competitions.

¹ A matter already settled in court

PART E – SERVICE OPERATION AND QUALITY

31.	Describe the principal business activities of your organisation.	
32.	Describe your organisation’s experience in delivering the same/similar in scope to the works applied for.	
33.	Provide contact details for 2 referees for work within the last two years that you have undertaken that were the same/similar in scope to those required. Note that contact will be made with referees without further reference to you.	
	<p>a. Referee Organisation Contact Name Title Address</p> <p>Service Provided Period of Contract Approximate Value</p>	
	<p>b. Referee Organisation Contact Name Title Address</p> <p>Service Provided Period of Contract Approximate Value</p>	

34.	Is there any pending or threatened litigation or other legal proceedings connected with similar projects against your organisation and/or any of your named sub-contractors that may affect the delivery of the services?	
	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details	
35.	Has there been any litigation or other legal proceedings connected with similar projects against your organisation and/or any of your named sub-contractors that may affect delivery of the services in the last three years?	
	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details	
36.	Consortium Details	
	If you are applying on behalf on a consortium please complete the following sections for all consortia members.	
	1. Name and address Identify which part of the contract it is envisaged this consortium member will deliver.	
	2. Name and address Identify which part of the contract it is envisaged this consortium member will deliver.	
	3. Name and address Identify which part of the contract it is envisaged this consortium member will deliver.	
37.	Sub Contractor details	
	If you think you would use sub contractors to meet the requirements of this contract please complete the following sections for all sub contractors you might use.	
	1. Name and address Identify which part of the contract this sub contractor will deliver.	
	2. Name and address Identify which part of the contract it is envisaged this sub contractor will deliver.	
	3. Name and address Identify which part of the contract it is envisaged this sub contractor will deliver.	

OTHER INFORMATION REQUIREMENTS

	TECHNICAL CAPACITY
38.	Provide details of management/project leader experience, education and professional qualifications for those staff who manage the type of works for which you are applying.
39.	Provide details of human resources, plant and technical equipment available for undertaking the type of works for which you are applying.
40.	Please provide details of your organisations staff numbers. Provide details of the average annual numbers of both staff and managerial staff over the previous 3 years.
41.	Indicate which professional or trade bodies your organisation belongs to.

	HEALTH AND SAFETY
	The purpose of this section of the questionnaire is to allow your organisation to demonstrate competence in accordance with Appendix 4 of the ACOP to the Construction (Design and Management) Regulations 2007. Relevant criteria numbers are shown in brackets after each item.
42.	Provide a copy of your signed Health and Safety Policy, indicating when it was last reviewed and by whose authority it is published (1.1)
43.	Provide a clear explanation of the arrangements which the company has made for putting its policy into effect and for discharging its duties under CDM2007 (1.2)
44.	The name, qualifications and relevant experience of your organisations safety advisor providing general health and safety advice and also advice relating to construction health and safety issues (1.3)
45.	Detail Health and Safety training courses attended by management, supervisory staff and site operatives including sub-contractors (including Site Induction courses). (Please refer to the attached pro-forma – Appendix A) (1.4)

46.	The names, qualifications and relevant project experience of your staff that will be responsible for the management and overseeing safety issues for your organisation. Details of number / percentage of people engaged in the project who have passed a construction health and safety assessment, for example CITB Construction Skills touch screen test or similar. Please refer to the pro-forma attached at Appendix B (1.5)
47.	Detail your Safety Audit Procedures for maintaining Health and Safety. (1.6)
48.	Detail your workforce involvement procedures showing how consultation is carried out. Names of appointed safety representatives (trade union or other) For those employing less than 5, able to describe how you consult with your employees to achieve the consultation required. (1.7)
49.	Provide details of all RIDDOR reportable events in the last three years. Provide details of any HSE enforcement notices served on your organisation in the last 5 years and provide details of any remedial actions taken. (Note: significant and or unresolved HSE notices may result in exclusion from the competition). (1.8)
50.	Detail your procedures for ensuring sub-contractors are competent and for monitoring their performance (1.9)

51.	Detail your design procedures for eliminating hazards and controlling risks for any contractor designed works such as temporary works. (1.10)
52.	Detail your procedures for carrying out Risk Assessments and developing and implementing safe method statements. (1.11)
53.	Detail your procedures for cooperating with others and co-ordinating your work with that of other Contractors (1.12)
54.	Demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site. (1.13)
55.	Detail projects on which you have been appointed Principal Contractor (2.1) Identify project by name, and by value

DECLARATION

_____ wish to register interest and apply to be considered for short listing to receive an Invitation to Tender documentation for this contract. I confirm that the answers given on this questionnaire are true, complete, accurate and not misleading.

Signed:

Print Name:

Company Name:

Title:

Date:

Appendix C – Scoring criteria

<p>PART A – BACKGROUND INFORMATION</p>	<p>Purpose: to collect basic contact details and establishes the legal entity with which any resultant contract would be awarded. All parts of this section should be completed.</p> <p>As the information in this section is purely fact-finding it is inappropriate to apportion weighted scores to the responses provided. However, any concerns which arise over the candidates details may give rise to questions as to whether they should be invited to tender.</p>
<p>PART B – FINANCIAL STATUS</p>	<p>Purpose: to ascertain the candidates' financial stability.</p> <p>The information requested is intended to gain a basic indication that the candidate is not in financial difficulty. A non-scored risk based approach to assessing this part of the PQQ is applied. Where financial viability is seriously in question, the candidate may be failed on this basis.</p> <p>Turnover will be checked to ensure that it does not appear to be inconsistent with the value of the proposed contract.</p>
<p>PART B – INSURANCE</p>	<p>Purpose: to establish the extent of insurance carried by the candidate and/or whether they are prepared to take out the appropriate level if successful.</p> <p>Pass – Extent of insurance carried/prepared to take out appropriate level of insurance Fail – Extent of insurance cover is not appropriate and (<u>following clarification</u>) not prepared to take out additional insurance/no relevance or no response A fail will result in automatic disqualification</p>
<p>PART C – CONVICTION OF CRIMINAL OFFENCES</p>	<p>Pass – No applicable circumstances (a No response to all questions) Fail – Applicable circumstances apply (a Yes response) A fail will result in automatic disqualification</p>
<p>PART D – BUSINESS PROBITY</p>	<p>Pass – No applicable circumstances (a No response to all questions) Fail – Applicable circumstances apply (a Yes response) A fail will result in automatic disqualification</p>
<p>PART E – PRINCIPAL BUSINESS ACTIVITIES AND EXPERIENCE</p>	<p>Purpose: to establish whether the candidate has relevant experience and expertise.</p>

	<p>Responses scored as follows:</p> <p>5 – Principal business activities/ experience highly relevant to the requirement</p> <p>3 – Principal business activities/ experience have reasonable relevance</p> <p>1 – Principal business activities/ experience have limited relevance</p> <p>0 – No relevance or no response</p>
PART E – REFERENCES	<p>Purpose: to enable the Authority to assess the candidates' relevant experience.</p> <p>This section scored as follows:</p> <p>5 – Both references are highly relevant with comparable (or higher) contract value to this requirement</p> <p>3 – One highly relevant reference and one with some relevance</p> <p>1 – References with limited relevance</p> <p>0 – none provided or totally irrelevant</p>
PART E – LEGAL PROCEEDINGS	<p>Purpose: to establish whether the candidate has pending or threatened litigation which could affect the successful delivery of the requirement.</p> <p>The response to each question will be scored as follows:</p> <p>5 – No applicable circumstances (a No response)</p> <p>3 – Applicable circumstances (a Yes response) but with a suitable explanation (including any corrective action taken)</p> <p>0 – No information provided or unacceptable explanation of the circumstances (including corrective action taken)</p>
PART E – CONSORTIUM AND SUB CONTRACTOR DETAILS	Not scored
PART E – TECHNICAL CAPACITY	Purpose: to establish potential suppliers capability and capacity

	<p>Responses to be scored as follows:</p> <p>5 – Meets all of this specific requirement and exceeds in some areas or offers “added value”</p> <p>4 – Fully meets the requirement</p> <p>3 – Largely meets the requirement with minor issues</p> <p>2 – meets the requirement but with at least one major issue</p> <p>1 – falls well short of meeting the requirement</p> <p>0 – no response or totally irrelevant</p>
<p>PART E – TECHNICAL CAPACITY</p>	<p>Responses to be scored as follows:</p> <p>5 – Number of staff is appropriate and adequate to meet the requirement</p> <p>3 – number of staff is probably adequate</p> <p>1 – number of staff is somewhat inadequate</p> <p>0 – no relevant relevance or no response</p>
<p>PART E – HEALTH AND SAFETY</p>	<p>Responses to be scored as follows:</p> <p>5 – Full and appropriate H&S policy and system in place</p> <p>3 – A reasonable H&S policy and system in place</p> <p>1 – Limited or inappropriate H&S policy and system in place</p> <p>0 – No policy or no response</p>

Appendix D – Areas, trades and value of works interested in.

Please identify with a **tick** the areas, types of works and contract values that you would be interested in.

Areas		Building Trades		Civil Engineering Works	
Flotta		General builders		Marine work	
Hoy		Masonwork		Road work	
Shapinsay		Woodwork		Structural concrete work	
Rousay		Plumbing work		Water and drainage work	
Egilsay		Electrical works		Mechanical work	
Wyre		Flooring		Electrical work	
Stronsay		Decoration		Painting work	
Eday				Diving work	
Sanday				Dyking work	
Westray				Coastal protection work	
Papa Westray				Airfield work	
North Ronaldsay					
Mainland (civil eng. work only)					

Please add any other comments, exclusions or restrictions which may apply to the above:-

	Building	Civil Engineering
Minor works up to £5,000		
Quotations £5,000 - £50,000		
Tenders £50,000 - £100,000		