



Request For Quotation

For the Provision of Architectural Services to RIBA stage 2 for the Refurbishment of 7-8 Market Hill, Huntingdon, to House the Cromwell Museum

Reference No. CM/ARCH/2025/01

Introduction

1. Huntingdonshire is a large rural district in northwest Cambridgeshire, covering over 900 km² with a population of approximately 180,000. It includes the market towns of Huntingdon, St Ives, St Neots, Ramsey, and Godmanchester, alongside nearly 100 villages ranging in population from over 9,000 to fewer than 100, as well as scattered hamlets and isolated properties. Huntingdonshire is situated with Peterborough to the north, Cambridge to the southeast, and Bedford to the southwest.
2. This project is located in Huntingdon town centre, approximately 77 miles (124 km) north of London and 19 miles (30 km) northwest of Cambridge, on the River Great Ouse. Founded by the Anglo-Saxons and chartered by King John in 1205, Huntingdon is the birthplace of Oliver Cromwell (1599).
3. Huntingdon has a population of around 25,428 and features a mix of independent and national retailers, restaurants, cafes, parks, and open spaces. The town offers educational and recreational facilities, including a library, museum, hotels, and drama clubs. Historical sites include the Commemoration Hall (1842), now hosting an Arts Café, Visitor Centre, and a busy events programme.

The Cromwell Museum

4. The Cromwell Museum is currently located in Huntingdon's oldest building (c.1160), a former grammar school attended by Oliver Cromwell and Samuel Pepys, situated on the prominent market square. Owned by Huntingdon Town Council and leased to the Museum, this historically significant building is limited in size, offering no scope for extension and restricting modern museum functionality.

5. The Cromwell Museum houses the world's finest collection of artefacts related to Oliver Cromwell's life and times. It features a dynamic programme of changing exhibits, events, and educational visits, with increasing visitor numbers in recent years.
6. Enabled by a recent funding award, Huntingdon Town Council has purchased 7-8 Market Hill, a Grade II listed building on the market square, dating to the 17th century with 18th- and 19th-century extensions. Approximately five times larger than the current museum, this building offers opportunities to expand visitor capacity, increase revenue, and incorporate modern facilities such as a café, toilets, and gift shop following refurbishment.
7. The current museum building will remain operational during the refurbishment of 7-8 Market Hill. Post-refurbishment, the former grammar school will be repurposed as a learning, education, and community space.

Summary of the Requirement

9. Below is a summary of the requirements for this contract.

Project Objective

10. To deliver professional architectural services to RIBA Stage 2 (with the option to extend to later stages) for the refurbishment of 7-8 Market Hill, Huntingdon, creating a modern, accessible, and energy-efficient museum space that includes a café, toilets, gift shop, and visitor lift, while remaining sympathetic to the building's Grade II listed heritage. Designs for repurposing of the existing Museum building as a flexible learning and community space would also be included.

Previous Due Diligence and Initial Concept Designs

11. This commission is informed by a due diligence report commissioned by Huntingdonshire District Council (HDC) and conducted by Darna Management Consultants. The report assessed the condition of 7-8 Market Hill, proposed works, and key considerations prior to its purchase.

Existing Building Layout

12. Originally two properties, 7-8 Market Hill has been converted into a single unit, previously used for commercial purposes until 2019. The ground floor includes an entry hall, office spaces, a central staircase, toilets, and garden access. The first floor comprises additional office spaces, toilets, and access to the second floor. The second floor consists of five rooms with access to the third floor.

Fig 1: Existing Building Plans / Configuration (supplementary drawings are included in Appendix A)

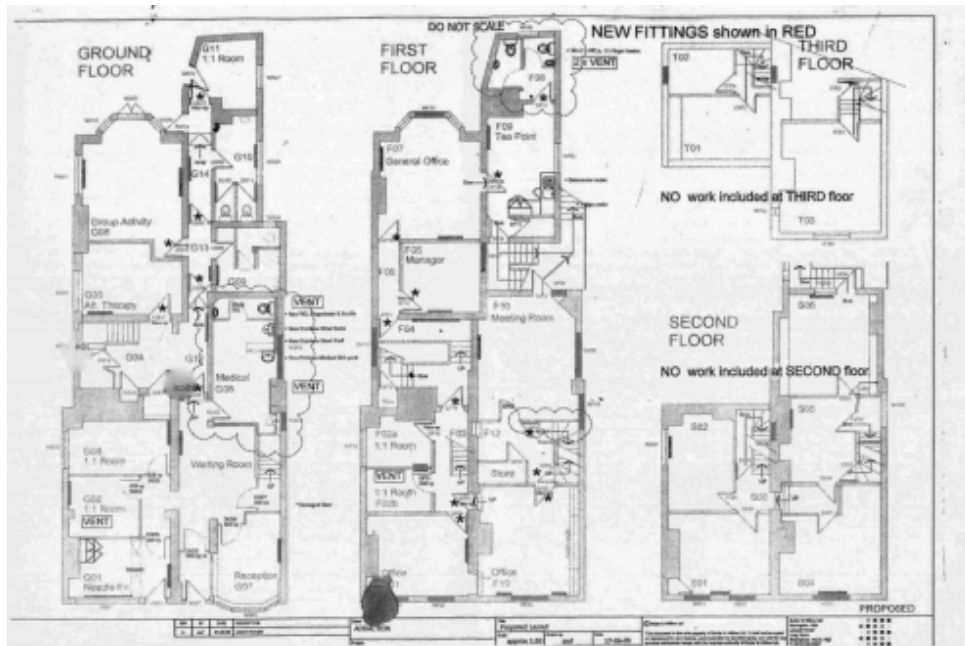


Fig 2: Front View of 7-8 Market Hill, Huntingdon



**Fig 3: Rear View and garden
of 7-8 Market Hill, Huntingdon**





Fig 4: Examples of the Interior of 7-8 Market Hill, Huntingdon







Project Scope

13. The project encompasses the following elements:

- Redesign of the property across all floors to create an open, functional layout, including the removal of non-structural walls to form larger, multi-purpose spaces.
- Acting as the Principal Designer and Principal Designer Building Regulations under the CDM Regulations and Building Safety Act
- A detailed assessment of the existing building fabric and recommendations on any necessary repairs
- Provision of advice on the intended outputs / deliverables, including alternative recommendations, commensurate with the nature of the project, and further consultant appointments as required.
- Provision of cost advice and a detailed Stage 2 Cost Plan (subcontracting for this element of the project is acceptable – any intention to subcontract should be referenced in your submission, and proposed contractors notified to the Museum Trust)
- Development of innovative designs for a modern museum, incorporating a café, accessible toilets, a gift shop, a visitor lift, storage for exhibits, and staff office spaces.

- Compliance with museum guidelines for lighting, temperature, and floor loading, as well as adherence to Grade II listed building requirements and local Conservation Area regulations.
- The provision of Project Management services to plan and oversee the initial building strip out, all required surveys and investigation works (e.g. structural, heritage, environmental).
- Preparation and submission of a Listed Building Consent application to facilitate the initial site strip out and investigation works.
- Preparation of a detailed schedule of remedial works.
- Outline designs for repurposing the existing Museum building.
- Preparation of a detailed programme outlining key activities and timescales.
- Exploration of incorporating a Changing Places facility into design options.
- Ongoing consultation with the Cromwell Museum and Huntingdon Town Council to align designs with operational and business case requirements.
- Implementation of robust cost control and risk management processes, including regular progress reports to the project board.

Project Outputs Required

14. The project is structured to align with the RIBA Plan of Work 2020, with the initial commission focused on RIBA Stages 0–2 (strategic definition, preparation and briefing, and concept design), provision of a detailed cost plan and the initial application for Listed Building Consent. Subject to successful funding bids there may be the opportunity to bid for further work, but this will be at the discretion of the Museum Trust.
15. Bidders must identify and recommend surveys (e.g., structural, asbestos, heritage impact) required to inform the design and include associated costs in their pricing schedule.

Phased Design and Building Costs

16. The construction budget is dependent on successful funding applications, with at least three applications planned over 2025–2026. The Museum may pause or conclude the project at the end of any RIBA stage, pending funding outcomes.

Museum Design Works

17. Bidders are invited to submit optional proposals for specialist museum design works (e.g., exhibit layout, visitor flow, and interpretive design) if within their expertise or through a preferred museum design partner. These will be evaluated

as an optional item and may be subject to a separate tender process.

18. Successful bidders will be expected to liaise, co-ordinate and work closely with the appointed Museum Designer throughout the contract period.

Timeframe for the Project

19. The project is expected to span multiple years, with an anticipated completion and museum opening in Spring 2030. Primary funding applications will be submitted during 2025–2026.

20. Bidders must propose a detailed timeline for RIBA Stages 0–2, including:

- All necessary surveys, site investigations and key milestones
- Preparation of outline design options.
- Refinement of options into a single preferred scheme.
- Development of the single scheme, incorporating phasing requirements.
- Provision of construction and refurbishment cost estimates, broken down by phase and in totality.

Project Expertise Required

21. The project team must include professionals with expertise in:

- Project Management
- Principal Designer and Principal Designer Building Regulations services in accordance with the CDM Regulations
- Heritage planning, with experience navigating Grade II listed building constraints – appointed Architects must be Specialist Conservation Architect or Conservation Architect accredited with RIBA.
- Architectural design, aligned with the RIBA Plan of Work.
- Quantity surveying for accurate cost estimation and control (sub-contracting for this role is acceptable but details should be included in your submission).
- Demonstrable experience delivering museum, cultural, or community-focused projects.

Design and Building Budget

22. The budget for design and construction is subject to funding confirmation. Bidders should provide costings based on the scope outlined.

Key Stakeholders

23. Key stakeholders include the Cromwell Museum Trust (leaseholder), Huntingdon Town Council (owner), Cambridgeshire and Peterborough Combined Authority (initial funding provider), and museum users.
24. The Cromwell Museum has provided a detailed specification document (Appendix A), outlining essential and desirable design elements, adhering to museum guidelines and restrictions.
25. Regular stakeholder consultations will be required, primarily virtual but including in-person site visits to both the existing museum and 7-8 Market Hill to ensure a thorough understanding of the project requirements.

Contract Term

26. The initial contract term is 12 months from the date of award, covering RIBA Stages 0–2, with the potential to extend through subsequent RIBA stages (3–6) based on funding and project progression.

Procurement Process and Timescales

1. Suppliers invited to bid who meet the minimum suitability assessment standards may have their quotation evaluated.

STAGE	DATE
Issue Request For Quotation	31 July 2025
Deadline for receiving Supplier questions 8-9 DAYS BEFORE END	Friday 5 September 2025 at 5pm
Site visit (Optional) INCLUDE DATES AND TIMES	14 August 2025 10am – 2pm 21 August 2025 10am – 2pm
Closing date for submissions 6 WEEKS after issue	Monday 15 September at 5pm
Completion of preliminary evaluation	Monday 22 September 2025
Interviews of shortlisted suppliers	w/b 29 September 2025
Intention to Award Letters	Monday 6 September 2025
Standstill period	8 days

2. Submissions will be evaluated by a panel to ensure a broad range of expertise.
3. Submissions with fundamental weaknesses affecting service delivery may be rejected, including those with unacceptable qualifications.
4. Bidders should submit their most competitive pricing, as negotiation is not anticipated. The contract will be awarded to the most economically advantageous tender.
5. Method Statements contribute 60% to the award criteria, the remaining 40% is based on cost.
6. Preferred suppliers will be invited to submit specific documents post-evaluation and will be asked to attend an interview. Failure to provide satisfactory documents on time or attend for interview will result in disqualification.
7. The Museum reserves the right to seek clarifications or request presentations, which may lead to score adjustments but will not introduce new marks.
8. Submissions must be submitted electronically and remain valid for 90 days from the submission deadline.

Qualification of Offer and Variant Bids

9. Unqualified offers are preferred. Minor variations may be considered if detailed in Appendix H. Variant bids are welcome alongside a compliant bid, with clear identification of cost, risk, and delivery implications.
10. The Museum reserves the right to cancel the procurement or make no award.

Freedom of Information Act 2000

11. Information deemed confidential must be listed in Appendix G. The Museum retains sole discretion over disclosure under the Freedom of Information Act 2000.

General Data Protection Regulation

12. Contractors must comply with the General Data Protection Regulation (EU 2016/679). A procurement privacy notice is available at:
<http://www.huntingdonshire.gov.uk/business/business-opportunities/>.

Submission Instructions

13. Submissions must be submitted electronically to the Museum Curator at sorme@cromwellmuseum.com. No hard copies or courier submissions are accepted.
14. Submissions must be received by **17:00 PM on 15 September 2025**. Late submissions will be rejected.
15. Bidders will be notified of the outcome in writing.
16. False or misleading declarations in the Quotation Certificate may lead to rejection or contract termination.
17. Complete and return the pricing schedule, supplier details, and Quotation Certificate, detailing how the proposal meets the requirements and specification.

APPENDICES

- A. Detailed Specification and Floor Plans
- B. Pricing Schedule – To Complete and Return
- C. Quotation Certificate – To Complete and Return
- D. Method Statements / Quality Questions – To Complete and Return
- E. Commercially Sensitive Information – To Complete and Return
- F. Qualification of Offer – To Complete and Return
- G. Procurement Specific Questionnaire – To Complete and Return

APPENDIX A

Attachment 1 – Museum Building Specification Document

Attachment 2 – 7-8 Market Hill 2008 Floor Plan Assessment March 2025

APPENDIX B - PRICING SCHEDULE

Attachment 3 – Appendix 3 - Pricing Schedule spreadsheet

APPENDIX C – QUOTATION CERTIFICATE

CONTRACT: As agreed between the parties hereto

1. We, [Insert Company Name], carrying on business as [Insert Business Type], whose registered office is at [Insert Address], hereby offer to provide the architectural and project management services described in the submission in accordance with the terms of the quotation at the rates indicated in the Pricing Schedule.
2. We agree that any conditions or unauthorised alterations to the submission documents may result in rejection.
3. We confirm that this submission remains valid for three months from receipt.
4. If accepted, we undertake to enter into a formal contract prepared at the Museum's expense for the complete fulfilment of the services.
5. We understand that the Museum is not bound to accept the lowest or any submission and is not liable for expenses incurred in submission preparation.
6. We declare no involvement in cartels or arrangements to control marketing or prices.
7. We confirm no payments or agreements were made to influence this submission.
8. We declare no conflict of interest in relation to the specification or preparatory work.
9. We have not discussed or canvassed this submission with any Museum officer, agent, supplier, or media, except through the named contact.
10. We have not disclosed quotation amounts except for insurance purposes.
11. We confirm the correctness and sufficiency of the stated rates.
12. We accept no responsibility from the Museum for losses arising from provided information.
13. This submission, with the Museum's written acceptance, forms a binding contract until a formal agreement is executed.

DATE: [Insert Date]

COMPANY:

Signature: _____

Name: _____

Position: _____

For and on behalf of: [Insert Company Name and Registered Number]

Note:

1. For limited companies, an authorised officer must sign, stating their designation and registered office address.
2. For partnerships, list all partners on a separate sheet, signed by one partner.
3. For private firms, sign with the firm's name.

APPENDIX D - METHOD STATEMENTS

Tenderers must answer all method statements. Responses contribute 60% of the tender score. Each question has an importance weighting (0–5). Provide comprehensive answers, using additional pages if needed, clearly referenced to the question. Innovation and sustainability are encouraged.

Score Description

- | | |
|---|---|
| 0 | Non-compliant or irrelevant response. |
| 1 | Poor response with serious deficiencies. |
| 2 | Weak response with shortfalls; not all requirements met. |
| 3 | Acceptable response; meets basic requirements. |
| 4 | Good response; offers limited benefits beyond requirements. |
| 5 | Excellent response; comprehensive with significant additional benefits. |

Responses will form part of the contract, and variations require Museum approval.

No.	Method Statement	Weighting
1	Provide a bespoke CV for individual(s) assigned to this contract, including a narrative of previous experience and examples of comparable museum, heritage, or cultural projects successfully completed.	15
2	Provide a written proposal detailing how the consultant(s) will deliver the project, including methodology, key deliverables (e.g. RIBA Stages 0–2, detailed Cost Plan, Listed Building Consent application), and how it meets the brief, drawing on past experience.	9
3	Submit an engaging and creative initial proposal for the museum design, ensuring the space meets the needs of the Museum, the Grade II listed building, and visitors.	9
4	Outline how the project will be managed, referencing processes (e.g., PRINCE2), cost control, risk management, and a detailed timeline (Gantt chart or equivalent) with contingencies for timely completion across RIBA Stages 0–2.	9
5	Provide contact details for two professional referees from relevant clients for similar projects completed in the last 3 years.	6

- | | | |
|---|---|---|
| 6 | Explain how you will support the Museum’s Social Value and environmental goals, including reducing resource use, minimizing carbon footprint, supporting the local economy (e.g., local suppliers, employment), and other community benefits. | 6 |
| 7 | Describe any additional benefits (e.g., innovative technologies, partnerships, or value-added services) you could bring to the project. | 6 |

Responses:

[To be completed by tenderers.]

APPENDIX E - COMMERCIALLY SENSITIVE INFORMATION

Detail any information considered commercially sensitive with an explanation. The Museum retains sole discretion over disclosure under the Freedom of Information Act 2000.

APPENDIX F - QUALIFICATION OF OFFER

Delete A or B as appropriate:

A. We do not wish to make any qualification of offer; or

B. We wish to make the following qualification(s) of our offer:

Qualification

Signed: _____ Date: _____

For (name of company): _____

APPENDIX G – PROCUREMENT SPECIFIC QUESTIONNAIRE

The purpose of this **Procurement Specific Questionnaire (PSQ)** is to capture information that the Museum requires to assess a Bidder's legal and financial capacity or technical ability to perform the contract.

If you are bidding on behalf of a group (technical Consortium) or you intend to use sub-contractors, you should complete all of the questions in this PSQ on behalf of the Consortium and/or any sub-contractors.

Please find below the PSQ that needs to be submitted.

When completing the PSQ, you should refer to the **“Procurement Specific Questionnaire Guidance”** document for instructions and to understand how we will be assessing the information provided.

If any of the grounds for exclusion from this procurement apply, as a part of the procurement process, there will be an opportunity to explain the measures that you have taken to demonstrate your reliability notwithstanding the ground for exclusion (this is 'self-cleaning').

Candidates who self-certify within this PSQ that they meet the Museum's requirements will be required to provide evidence of this, if successful, prior to any contract award.

If you are successful, but the relevant evidence referred to within the PSQ is not provided upon request and without delay, the Museum reserves the right to exclude you from the procurement, including where an award decision has already been notified, and to award to another supplier.

When completed, this PSQ is to be sent back to the contact point given in the quotation submission documentation along with the conditions of participation information requested in that documentation.

Part A –

Section 1 – Preliminary Questions and Confirmation of Core Supplier Information

Section 1A – Preliminary Questions		
Question Number	Question	Responses
1A.1	What is your name? (supplier name)	Click here to enter text.

1A.2	<i>You must be registered on the central digital platform.</i> What is your central digital platform unique identifier?	Click here to enter text.
1A.3	Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or Consortium. If you are bidding as part of a group or Consortium (including where you intend to establish a legal entity to deliver the contract), please provide: a. the name of the group/Consortium b. the proposed structure of the group/Consortium, including the legal structure where applicable c. the name of the lead member in the group/Consortium d. your role in the group/Consortium (e.g. lead member, Consortium member, sub-contractor)	Click here to enter text.
1A.4	If applicable, please confirm which lot(s) you wish to bid for?	Click here to enter text.
1A.5	Are you on the Government's Debarment List?	☐ Yes ☐ No [If yes, insert details here]
Section 1B – Confirmation of Core Supplier Information		
Question Number	Question	Responses
1B.1	You must submit up-to-date core supplier information on the central digital platform and share this with information with us via the central digital platform (either a share code or PDF download). This includes: a. basic information b. economic and financial standing information c. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies) d. exclusion grounds information Please confirm you have shared this information with us.	[Insert reference / file name]

	The authority reserves the right to exclude a supplier if its core supplier information is incomplete, not shared with us and/or the supplier is not able to provide the requested confirmation.	
--	--	--

Section 2 – Additional Exclusions Information

Section 2A – Associated Persons		
Question Number	Question	Responses
2A.1	Are you relying on any associated persons to satisfy the conditions of participation? (These are other suppliers who might be sub-contractors or Consortium members but not a guarantor.) If so, please complete questions 2A.2, 2A.3, and 2A.4 (otherwise questions 2A.2, 2A.3, and 2A.4 are not applicable). [The conditions of participation are outlined in Part B.]	☐ Yes ☐ No
2A.2	For each supplier/ associated persons, please confirm which condition(s) of participation you are relying on them to satisfy.	[Insert name of supplier and brief description] [Insert name of supplier and brief description] [Insert name of supplier and brief description]
2A.3	For each associated persons, you must confirm they are registered on the central digital platform and have shared with us their information (either a share code or PDF download): a. basic information b. economic and financial standing information (if they are being relied upon to meet Conditions of Participation regarding financial capacity) c. connected person information d. exclusion grounds information	[Insert name of supplier and file reference / file name]

	The authority reserves the right to exclude a supplier if any of its associated persons' core supplier information is incomplete, not shared with us and/or if the supplier is not able to provide the requested confirmation.	
2A.4	Are any of your associated persons on the Government's Debarment List?	☐ Yes ☐ No [If yes, insert details here]
Section 2B - List of All Intended Sub-contractors		
2B.1	Please provide: a. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain) b. their unique identifier (if they are registered on the central digital platform), or otherwise, a Companies House number charity number, VAT registration number, or equivalent c. a brief description of their intended role in the performance of the contract If you are not intending to sub-contract the performance of all or part of the contract, then this questions 2B.1 and 2B.2 are not applicable. The authority reserves the right to exclude a supplier if it is intending to sub-contract and it fails to provide the information required above. If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the authority as soon as possible and at least by final tenders.	[Insert name of supplier – unique identifier – brief description] [Insert name of supplier – unique identifier – brief description] [Insert name of supplier – unique identifier – brief description]

2B.2	Please confirm if any intended sub-contractor is on the Government's Debarment List. The Government's Debarment List can be found here	☐ Yes ☐ No [If yes, insert sub-contractor(s) name and provide details]
------	--	--

Part B – Questions relating to Conditions of Participation

Section 1 – Financial Capacity

Question Number	Question	Responses
1.1	Please provide: - The name of the company bidding - The company registration number If you are only required to submit abbreviated, small or micro company accounts to Companies House, please complete question 1.2 (which requires you to submit full accounts, including profit and loss statements).	Click here to enter text.
1.2	If documentary evidence of economic and financial standing is not available electronically, provide a copy of your detailed accounts for the last two years (audited if required by law).	☐ Attached ☐ Provided via the SIS ☐ Not Applicable
	Also please provide for any other person or entity on whom you are relying on to meet the conditions of participation relating to economic and financial standing a copy of their detailed accounts for the last two years (audited if required by law).	☐ Attached ☐ Provided via the SIS ☐ Not Applicable
1.3	Where we have specified a minimum level of economic and financial standing and / or a minimum financial threshold within the evaluation criteria for this procurement, please 'self-certify', by answering 'Yes' or 'No' to this question, that you meet the requirements as set out in the procurement documents.	☐ Yes ☐ No ☐ Not Applicable
1.4	Where you are relying on another member of your bidding group/Consortium or any sub-contractors or other security in order to meet the conditions of participation relating to economic and financial standing, please confirm the relevant person or entity is willing to provide a guarantee or other security if required.	☐ Yes ☐ No ☐ Not Applicable

1.5	Are you relying on another supplier to act as a guarantor? If so, please provide their name and evidence of their economic and financial standing.	☐ Yes ☐ No [If yes, insert reference / file name]
-----	--	---

Section 2 – Technical Ability

Question Number	Question	
2.1	Please confirm that you have in place, or that you will have in place by the award of the contract, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects. Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: • to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services. • to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data. • to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable. • to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place). • to maintain records of personal data processing activities. • to regularly test, assess and evaluate the effectiveness of the above measures.	☐ Yes ☐ No [Insert information]

2.2	Relevant Experience and Contract Examples Please provide details of three contracts to meet the technical and professional ability criteria set out in the procurement documents, in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Examples must be from the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. For Consortium bids, or where you have indicated that you are relying on a particular member or a sub-contractor in order to meet the technical and professional ability, you should provide relevant examples of where the Consortium / particular member / sub-contractors have delivered similar requirements. If the above is not possible (e.g., the Consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed Consortium or Special Purpose Vehicle (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.
	Contract Example 1
Name of customer organisation who signed the contract:	Click here to enter text.
Name of supplier who signed the contract:	Click here to enter text.
Point of contact of customer:	Click here to enter text.
Position in customer's organisation:	Click here to enter text.
E-mail address:	Click here to enter text.

Description of contract:	Click here to enter text.
Contract start date:	Click here to enter text.
Contract completion date:	Click here to enter text.
Estimated contract value:	Click here to enter text.
	Contract Example 2
Name of customer organisation who signed the contract:	Click here to enter text.
Name of supplier who signed the contract:	Click here to enter text.
Point of contact of customer:	Click here to enter text.
Position in customer's organisation:	Click here to enter text.
E-mail address:	Click here to enter text.
Description of contract:	Click here to enter text.
Contract start date:	Click here to enter text.

Contract completion date:	Click here to enter text.
Estimated contract value:	Click here to enter text.
	Contract Example 3
Name of customer organisation who signed the contract:	Click here to enter text.
Name of supplier who signed the contract:	Click here to enter text.
Point of contact of customer:	Click here to enter text.
Position in customer's organisation:	Click here to enter text.
E-mail address:	Click here to enter text.
Description of contract:	Click here to enter text.
Contract start date:	Click here to enter text.
Contract completion date:	Click here to enter text.
Estimated contract value:	Click here to enter text.
2.3	If you cannot provide at least one example of previous contracts that are relevant to our requirement, please provide an explanation for this and how you meet the conditions of participation relating to technical and professional ability (e.g., your organisation is a new start-up or you have provided services in the past but not under a contract).

	Click here to enter text.
2.4	Where you intend to sub-contract a proportion of the contract, please demonstrate, how you have previously maintained healthy supply chains with your sub-contractor(s). The description should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes).
	Click here to enter text.
2.5	Where conditions of participation have specified organisational qualifications or standards, please provide details of how these are met, or other equivalent standards that equal or exceed what has been requested.
	Click here to enter text.

Section 3 – Insurance

Question Number	Question	Responses
3.1	Please self-certify whether you already have or can commit to obtain, prior to the award of the contract, the required levels* of insurance cover as has been indicated below: • Employer's (Compulsory) Liability Insurance** = £5 million, as per the legal requirements. • Public Liability Insurance = £10 million, each and every claim • Professional Indemnity Insurance = £10 million in the aggregate (or higher if the contract requires), for each and every claim • Cyber Security Insurance = £1 million, for each and every claim • Medical Malpractice = £5 million, each and every claim * These are the minimum required levels of insurance cover. **There is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf.	☐ Yes ☐ No [Insert details of your insurances already in place] [Insert details of your insurances which would be obtained following contract award (including information on how you will obtain this insurance – e.g. a quote)]

Section 4 – Data Protection

Question Number	Question	Responses
4.1	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects.	Choose an item.
4.2	Please self-certify that your organisation already has standard procedures / a policy to handle personal and sensitive data. At a minimum, this procedure / policy must address the risks, including safeguards, security measures and mechanisms to ensure the protection of personal data.	Choose an item.
4.3	Please self-certify that your organisation has a procedure / policy in place that takes all reasonable steps to ensure the reliability and integrity of any personnel who have access to personal data and ensures that they: • Are aware of and comply with your organisation's duties. • Are subject to appropriate confidentiality undertakings with the Provider or any sub-processor. • Are informed of the confidential nature of the personal data and do not publish, disclose or divulge any of the personal data to any third party unless directed in writing to do so by the authority. • Have undergone adequate training in the use, care, protection and handling of personal data.	Choose an item.
4.4	Please self-certify that your organisation has implemented: • A policy to detect data breaches. • Appropriate reporting mechanisms to notify relevant parties of these data breaches.	Choose an item.

Section 5 – Health and Safety

Question Number	Question	Responses
-----------------	----------	-----------

5.1	Please confirm that you have a comprehensive Health and Safety policy that meets the statutory requirements as laid out in the Health and Safety at Work Act 1974. Additionally, please confirm that this Health and Safety policy meets the following requirements: • It is endorsed by the Chief Executive Officer/Director. • It is periodically reviewed (at a minimum annual frequency period AND after a serious incident AND following legislative change). • The nature and scale of the policy is specifically relevant to the work you are applying for. • It clearly sets out responsibilities at all levels of the organisation. For small businesses, the identification of a person responsible for health and safety will suffice. If your organisation has fewer than five employees, please confirm that you consider potential health and safety hazards that may affect anyone who comes into contact with your business activities.	Choose an item.
5.2	Please confirm that your organisation has appropriate health and safety advice / assistance as required by the Health and Safety at Work Act 1974. Please confirm that your organisation meets the following requirements with regard to health and safety advice/assistance: • The organisation has its own suitably qualified and experienced health and safety adviser; or • The organisation commissions appropriate health and safety support/advice from consultants/specialists; or • The organisation has in house provision assisted by external consultant/specialist.	Choose an item.
5.3	Has your organisation or any of its Directors/Executive Officers been subject to a Health and Safety Executive (or equivalent enforcing agent) enforcement/remedial orders in the last three years?	Choose an item.
5.4	If you have answered 'Yes' to question 5.3, please provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The authority will exclude Candidate/s that have been in receipt of enforcement/remedial action orders unless the Candidate(s) can demonstrate that they have satisfied the recommendations of the Health and Safety Executive (or equivalent enforcing agent) to prevent future occurrences or breaches.	
	Click here to enter text.	

5.5	Please confirm that when sub-contracting to provide services, you take steps to ensure that sub-contractors, suppliers and any other organisations providing services on your behalf have appropriate health and safety policies, training and knowledge, and are in all other respects compliant with health and safety legislation. This includes the following: • Checking how up-to-date policy, procedures, and risk assessments are • Checking appropriate qualifications and experience of named health and safety practitioners • Checking how up to date the health and safety training for employees • Checking enforcement history of the organisation.	Choose an item.
5.6	Please self-certify that your organisation regularly (at least annually or on a rolling programme) checks, reviews and where necessary improves health and safety performance. Please self-certify that the reviews include: • Checking organisational systems in place for the on-going monitoring of health and safety procedures • Periodical reviewing and updating of procedures and processes based on new knowledge, industry best practice and/or legislative changes • Having a system in place to record, investigate and take action following serious workplace incidents.	Choose an item.
5.7	Please self-certify that arrangements are in place to manage and control risks associated with the nature and scale of the work your organisation undertakes, including the below: • Ensuring management and technical staff have sufficient and appropriate skills • Training arrangements for all staff • Risk assessments and method statements associated with your undertakings relevant to this application. If you have fewer than five employees, you do not have to write down your risk assessments. • Staff are involved with health and safety management and planning including discussions at team meetings, having staff representatives and a complaints procedure.	Choose an item.
5.8	Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the contract (including risks from the use of contractors, where relevant).	Click here to enter text.

Section 6 – Payment of Supply Chains

Question Number	Question	Responses
-----------------	----------	-----------

6.1	Please confirm that for public sector contracts awarded under the Procurement Act 2023 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.	Choose an item.
-----	--	-----------------

Section 7 – Fraud Prevention

Question Number	Question	Responses
7.1	The UK Government has introduced a failure to prevent fraud offence (please refer to New failure to prevent fraud guidance published - GOV.UK for further information) Please provide details on how your organisation will meet the six principles outlined in the guidance covering: • Top level commitment • Risk assessment • Proportionate risk-based prevention procedures • Due diligence • Communication (including training) • Monitoring and review	Click here to enter text.

Section 8 – Equality and Diversity

Question Number	Question	Responses
8.1	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Choose an item.
8.2	If you have answered 'Yes' to question 8.1, please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation. Please explain what action (if any) you have taken, including any changes to prevent unlawful discrimination from re-occurring. You may be excluded if you are unable to demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination re-occurring.	
	Click here to enter text.	

8.3	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?	Choose an item.
8.4	If you have answered 'Yes' to question 8.3, please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation. Please explain what action (if any) you have taken including any changes to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination from reoccurring.	
	Click here to enter text.	
8.5	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Choose an item.

Section 9 – Environmental Management

Question Number	Question	Responses
9.1	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	Choose an item.
9.2	If you have answered 'Yes' to question 9.1, please provide details of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The authority will not select Candidate/s that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.	
	Click here to enter text.	
9.3	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	Choose an item.

Section 10: Skills and Apprentices

Question Number	Question	Responses
12.1	Please state whether you will be supporting apprenticeships and skills development through this contract.	Choose an item.
12.2	If you have answered 'Yes' to question 12.1, can you provide at a later stage documentary evidence that details: • How you will develop and maintain skills to build a more skilled and productive workforce, and • The process in place to ensure that your supply chain supports skills, development and apprenticeships.	Choose an item.

Part C – Declaration

I declare that to the best of my knowledge the answers submitted and information contained in this completed Procurement Specific Questionnaire (PSQ) document is correct, accurate and not misleading.

I declare that, upon request and without delay, I will provide the any additional information, certificates or documentary evidence referred to in this document.

I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement.

I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement.

I am aware of the consequences of serious misrepresentation.

Contact details of those making the declaration

Question Number	Question	Responses
1	Contact name	
2	Name of organisation	
3	Role in organisation	
4	Phone number	
5	E-mail address	
6	Postal address	

7	Signature (electronic is acceptable)	
8	Date	