



An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority

INVITATION FOR PANEL MEMBERSHIP

Qualification Questionnaire

Contracting Authority:	Health and Safety Authority
Establishment of Panel for:	Occupational Medical Advisory Services to the Health and Safety Authority
Procedure:	Panel under the Restricted procedure
Duration of Panel:	The panel will be established for six (6) years with option for additional annual advertising to recruit certain skills if required.
eTenders RFT ID:	3084925
Issue Date:	Monday 12 th February 2024
Closing Date for Queries:	27th February 2024 at 17:00 (Irish time)
Closing Date / Time for receipt of Completed Applications for initial work:	6th March 2024 at 12:00 noon (Irish time)
Contact for Queries:	Messaging facility on www.etenders.gov.ie
Please note that information relating to this Application, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.	

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1 Disclaimer

This document issued herewith (“the Document”) is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Applicants are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

2 About the Contracting Authority

2.1 The Contracting Authority

The Health and Safety Authority (the “Authority”) was established under the Safety, Health and Welfare at Work Act 1989 reporting to the Department of Enterprise, Trade and Employment and specifically to the Minister of State for Business, Employment, and Retail. The Authority continues its functions under the more recent Safety, Health and Welfare at Work Act 2005. It has a very broad mandate as set out in multiple Acts, Regulations and international agreements with the core elements summarised as follows:

- To regulate the safety, health and welfare of people at work and those affected by work activity.
- To promote improvement in the safety, health and welfare of people at work and those affected by work activities.
- To regulate and promote the safe manufacture, use, placing on the market, trade, supply, storage and road transport of chemicals.
- To act as a surveillance authority in relation to relevant single European market legislation.
- To act as the national accreditation body for Ireland (via the Irish National Accreditation Body, INAB).

The Authority is a competent authority appointed under Regulation 10 of the European Communities (Carriage of Dangerous Goods by Road and use of Transportable Pressure Equipment) Regulations 2011 (S.I. No. 349 of 2011) as amended¹ and is responsible in Ireland for both the ADR² driver and safety adviser examination schemes and approval of driver training courses. Under Regulation 10(3) of the above

¹ An informal consolidation of the Regulations is available at this link: https://www.hsa.ie/eng/your_industry/adr_-_carriage_of_dangerous_goods_by_road/adr_general_information/legislation

² ADR means the Agreement Concerning the International Carriage of Dangerous Goods by Road.

Regulations, a competent authority may appoint in writing a person to perform some or all of its functions under the relevant road transport statutory provisions.

All references to the Authority include reference to officials authorised to act on its behalf unless otherwise stated.

For more information go to www.hsa.ie

2.2 Small and Medium Enterprise participation

It is the policy of the Authority to promote participation by Small and Medium Enterprises (SMEs) on a fair and equal basis.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

3 Scope of Requirements

3.1 Stage in Procedure

This is the first stage of the procedure whereby all interested parties may submit a response, but only those meeting the selection criteria will be deemed eligible for inclusion on the panel.

3.2 General Requirements

3.2.1 Purpose of competition

Establish a panel for occupational medical advisory services. Service providers will be required to provide expert medical advice to the Authority in the area of occupational medicine to include but not limited to the preparation and development of policy and guidance on workplace health and workplace medicine and where necessary to assist the Authority in discharging the functions set out in Section 63 of the Safety Health & Welfare at Work Act 2005 as required. Please note this service is not to be confused with a separate occupational health service provided for the Authority's staff.

3.2.2 Services to be provided

The services to be provided includes but are not limited to:

- Provide expert medical advice on the Authority's regulatory policies on a wide range of occupational health issues including occupational disease, ill-health and injury. Such as physical, chemical and biological agents, carcinogens, mutagens and reproduction hazards, Hazardous Medicinal Products (HMPs), ergonomics and musculoskeletal injuries. Stress and psychosocial illnesses, medical aspects of diving, working in compressed gas, non-ionising radiation, nano-technologies, occupational vaccinations, travel medicine, infectious diseases, Covid-19, pregnancy, sensitive work groups, disability, rehabilitation, case management, health assessments, fitness to work, pre-employment, intoxicants, occupational first aid, emerging health risks, workplace health promotion.

- Provide expert medical advice on matters related to health surveillance and biological monitoring with special regard to EU/ Irish Regulations and other legislative or best practice requirements.
- Arrange specialist assessments and audits of approved medical examiners of divers (AMED).
- Give medical advice in specialist work areas to Authority teams to assist in policy development for sectors such as aviation, firefighters, health care workers, construction, manufacturing, engineering, and farming.
- Assist the agricultural team within the area of farmers work related ill-health, assist on tracking of morbidity in this work sector and to be available to present at the Health and Safety Authority farm safety press releases, media campaigns and interviews as required.
- Support and provide advice to the Authority's functional divisional teams in emerging topics such as mental health, menopause, ergonomics, sleep disorders or any other emerging issues and the impact on employee's health.
- To give advice on key initiatives for the occupational health strategy and program of works.
- To provide expert medical advice on any notice, report or certificate required by any of the relevant statutory provisions sent to the Authority in accordance with Section 63 of the Safety, Health & Welfare at Work Act 2005.
- If required by the Authority to provide a recommendation for medical examination and/or biological sampling, or both as required in accordance with Section 63 of the Safety, Health & Welfare at Work Act 2005.
- To support and advise the Authority as request, on any health & safety related medical issues.
- To assist and advise the Authority's response to queries or complaints on health & safety medical issues received from external parties. Where necessary, co-ordinate with the external parties General Practitioners/ Specialist in relation to the health & safety medical complaints.
- To provide the Authority with a medical opinion on an event if required for the purpose of giving evidence in court.
- To assist the Authority's preparation for lectures, talks, key conferences/ events/campaigns as required.
- To assist the Authority's representation on internal and external committees as required.

A typical example of the main type of request for service used may include:

To review and report on an external query in regard to occupational health medical concerns and advise the Authority from an occupational health medical perspective.

To advise the Authority on specialist health surveillance programs in emerging areas such as Hazardous Medicinal Products (HMPs).

Prior to admittance to the Panel, applicants will be asked to submit their Curriculum vitae.

3.2.3 Locations

The services may be required either as a desktop assignment or travel may be required nationwide depending on the type of service required and the applicable circumstances.

3.2.4 Contract management

The Contracting Authority requires applicants to nominate a dedicated contract manager who will act as the single point of contact for the duration of the panel. This person shall have the authority to deal with all

matters in relation to the contracts that will be drawn down from the panel with the relevant panel member and be responsible for the satisfactory delivery of the services required. The duties of the contract manager will include the following:

- a) Overall responsibility for a good working relationship with the Contracting Authority;
- b) Meet as and when required to review and examine performance;
- c) Deal with disputes, complaints or concerns that cannot be adequately resolved;
- d) Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general and providing suggestions for improvement and cost savings.

Applicants are required to nominate and provide detail for a single point of contact under A8 in Appendix 1.

3.3 Compliance with the Requirements and with the Contracting Authority's Terms and Conditions

Admission to the panel will be conditional upon accepting the Contracting Authority's Requirements as outlines in the above paragraph 3.2 and related sub-paragraphs (3.2.1, 3.2.2, 3.2.3, 3.2.4).

Applicants are required to review these requirements and indicate their acceptance thereof as part of their application submission.

In order to accept compliance with the Contracting Authority's requirements, applicants are required to complete and sign the declaration included under A7 in Appendix 1. Moreover, Applicants are required to declare that they have read and accepted the Authority's Contract terms and conditions as outlined in Appendix 2, which will apply to all contracts that will be drawn down from the Panel.

Upon admission to the panel, applicants will also be required to sign the Authority's Personal Data Processing Agreement, which is included in Appendix 3 to this document. Please see read carefully the Data Processing Agreement and sign it in the relevant section at the end of the document.

3.4 Duration of the Panel

The panel will be established for **six (6) years**. The panel will be continually open for access and will be re-advertised annually. Should the panel cease to operate, all members will be notified via www.etenders.gov.ie. This will not affect the delivery of any contracts awarded under the panel.

3.5 Estimated Value of the Panel

The level of expenditure cannot be guaranteed in any given year. However, the estimated total value of any purchases under the panel is in the region of **€80,000 to 100,000 (excl. VAT)** over the duration of the panel.

It is emphasised, however, that these figures are provided strictly for indicative purposes only as there is no guaranteed expenditure.

3.6 Admission to the Panel

Admission to the panel will be conditional upon the successful Applicants agreeing to the terms and conditions of the panel, a copy of which will be provided on admission to the relevant panel, and which will include requirements for the successful Applicants to provide a current Tax Clearance Certificate and Professional Indemnity Insurance.

Admission to the panel will also be subject to the Applicant passing all of the criteria on the basis of meeting all minimum qualifying requirements.

3.7 Awarding Contracts under the Panel

Qualifying for a panel, does not constitute an award of a contract nor does it indicate that any contract will be awarded. Applicants that will be admitted to the panel will be required to accept the Authority's contract terms and conditions.

When contracts arise over the duration of the panel they may be awarded in accordance with the following:

- (i) For contracts with a value of **less than €3,000** (excl. VAT) these may be awarded directly by consulting the most appropriate member of the panel to submit a quotation offer;
- (ii) For contracts with a value **above €3,000** (excl. VAT) a panel member will be identified by use of a competitive mini-tender of a quotation solution with a minimum of three (3) selected panel members (should that number being available), using any of the following award criteria:
 - a) Expertise of the Medical Practitioner to the needs of the specific requirement;
 - b) Availability to meet delivery time;
 - c) Methodology for delivering the specific service;
 - d) Costs.

3.8 Fees and Inclusive Rates

Applicants are required to detail their hourly rates as part of their response to this Qualification Questionnaire (please refer to Selection Criterion C2 in Appendix 1). Rates will be fixed for the first year of the panel and panel members will be able to update them on an annual basis through the life of the panel. Additional payments for travel and subsistence will only be paid upon agreement with the Client in advance and will not be applicable for online consultations or where the service provider is within 30 km from the delivery location.

Please note that the Authority will seek quotations for the number of hours required for the particular requirements as they arise.

4 Instructions to Applicants

4.1 Queries

An Application means the submission by an Applicant of a completed Qualification Questionnaire and associated appendices.

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to Applicants, is accurate or complete. No liability is accepted for any error or omission (negligent or otherwise) in this document or any other information given to Applicants.

Requests for additional information and clarification on any matters must be made via the messaging portal on eTenders on www.etenders.gov.ie. All clarifications/additional information will be issued via the eTenders website (www.etenders.gov.ie) and will be made available to all potential Applicants who have noted their interest on the eTenders website.

All queries should be submitted in accordance with that time and date as indicated on the title page to enable clarifications to be issued to all interested Applicants in sufficient time prior to the deadline date for the receipt of applications.

4.2 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire applicants should note the following conditions:

- a) All questions must be completed in full and without reference to other documents or other parts of the Qualification Questionnaire.
- b) All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of Applicants for entry to panel. In order to ensure that entry to the panel is fair and consistent to all Applicants, you are instructed to respond to the technical questions by giving details of your skill and experience, accurately, honestly and clearly.
- c) Where a 'Rule' is associated with a particular criterion, Applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.
- d) Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.
- e) All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.
- f) Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.
- g) Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.
- h) Applicants for qualification may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful may be required to establish legal personality in order to enter into a contract.
- i) The Contracting Authority reserves the right, subject to procurement regulations and directives, to request clarification of any matter set out in your responses to the Qualification Questionnaire or to request additional information from a Service Provider after the date for submission of completed Qualification Questionnaires has expired.
- j) This document is not a contract, or part of a contract, or an offer to make a contract. The procuring entity has no obligation to enter into a contract with any Applicant.
- k) The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its Application or otherwise. Further, the Contracting Authority is not responsible for any travel or accommodation costs incurred by the Applicant unless previously agreed in writing by the Contracting Authority. Each Applicant is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

4.3 Submission of Applications

The Contracting Authority is using the postbox facility on eTenders, and applications must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only. Only applications submitted to the electronic postbox will be accepted. Applications submitted by any other means (including but not limited to by email, post or hand delivery) will not be accepted.

Applicants must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time noting the use of the new eTenders platform. Applicants should consider the fact that upload speeds vary. In order to submit a response to the electronic post-box, please

note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new platform prior to the closing date.

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

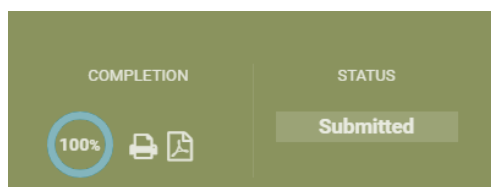
4.3.1 Accessing Documents

It is important to note that you must ensure you **ASSOCIATE** your company with this competition in the first instance. To do this you must do the following:

- (a) Log-in to the system
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition click on the “Expression of Interest” in the drop down menu
- (e) Complete the “Association with the CfT” tab
- (f) This will then provide you with a link to “Tender” under the Show CfT Menu

4.3.2 Submitting your Response

In responding to a competition without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



If you do not receive a message similar to above, you have not submitted your response.

Please note that the screen may say **OFFLINE**, this is a technical feature of etenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through the submit button.

Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

It is the responsibility of the Applicant to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline if they wish to be considered for the initial work to be awarded under the Panels. **Applications that are received late or via other means WILL NOT be considered for the initial work to be awarded under the Panels.**

4.4 Evaluation of Applications

Applications will be evaluated in accordance with the selection criteria and rules as specified in the Qualification Questionnaire.

4.5 Clarification of Applications

While not being obliged to seek clarifications from Applicants, the Contracting Authority reserves the right, at its absolute discretion, to ask Applicants for clarification or elaboration of their applications to assist in its evaluation of applications.

4.6 Interference

Any effort by the Applicant to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of Applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

4.7 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with the Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

4.8 Currency and Payment

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be euro (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful panel member. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

4.9 Conflict of Interest

Any conflict of interest involving an applicant (or applicants in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the applicant and the Contracting Authority or employees of the Contracting Authority, or their relatives must be fully disclosed in the submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the applicant, in the event of this information only coming to their notice after the submission of a bid and prior to admittance to the panel. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify an applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

4.10 Freedom of Information

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them at any stage during this Competition may be liable to be disclosed. Applicants are asked to consider if any of the information supplied by them in response to this request should not be disclosed because of its

sensitivity. If this is the case, applicants should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this request or while any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

4.11 Tax Compliance

It will be a condition of award of contract that the successful panel member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Applicants are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful applicant may be required to supply its Tax Clearance Access Number and Tax Reference Number, if not already available, to facilitate online verification of their tax status by the Contracting Authority. By supplying these numbers, the successful Panel member, acknowledges and agrees that the Contracting Authority has the permission of the successful panel member to verify its tax cleared position online.

4.12 Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in delivering contracts awarded to the Contracting Authority.

The contract(s) awarded on foot of this process will be governed by Irish law.

4.13 Change in the Composition of an Applicant

The Contracting Authority reserves the right, but is not obliged, to disqualify any applicant that makes any change to its composition after submission of a Qualification Questionnaire. However, applicants are entitled to reapply on basis of a new membership structure in the case of consortiums or groupings. It should be noted that lead applicant cannot submit under more than one application.

4.14 Notification of the Evaluation

All applicants will be informed of the outcome of their applications following evaluation and any necessary clarifications. Potential outcomes can be:

- (a) Letter of Intent of admittance to panel
- (b) Letter of Regret

Note: Unsuccessful applicants may reapply at any time.

4.15 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful applicants as outlined above and due to resourcing constraints, the Contracting Authority will not be offering individual debriefing meetings to unsuccessful applicants.

5 Questionnaire Summary

Ref.	Pass/Fail Criteria	Pass Requirements
A1	Applicant Summary	Applicants must complete this section. If the applicant is a grouping, then a separate questionnaire must be completed for each group member. Please complete the Questionnaire Response Document (Appendix 1).
A2	Tax Compliance	Applicants are required to complete a Self-Declaration Form (A5). Applicants should note that if invited to tender, they will be required to provide the evidence self-declared prior to receipt of Request for Tender. Please complete the Questionnaire Response Document (Appendix 1).
A3	Financial Capacity	
A4	Insurance	
A5	Self-Declaration of Financial Information	Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant applicant under each heading. This must be completed by each group member. Please complete the Questionnaire Response Document (Appendix 1).
A6	Declarations	Applicants must complete, sign and date these Declarations. Non-compliant applicants under any of the headings will be automatically disqualified. Please complete the Questionnaire Response Document (Appendix 1).
A7	Compliance with the Requirements and Acceptance of the Contract Terms and Conditions	Applicants are required to declare that: a) They will comply with the Contracting Authority's Requirements as outlined in paragraph 3.2 and related sub-paragraphs (3.2.1, 3.2.2, 3.2.3, 3.2.4). b) They have read and accepted the Health and Safety Authority's Contract Terms and Conditions as included in Appendix 2, which will apply to all contracts that will be drawn down from the Panel. <i>Should there be any areas of concern and/or observations regarding the Terms and Conditions, applicants are required to highlight them.</i> Please complete the Questionnaire Response Document (Appendix 1).
A8	Contract Management	Applicants are required to nominate and provide detail for a single point of contact for the duration of the panel. Please refer to paragraph 3.2.4. Please complete the Questionnaire Response Document (Appendix 1).
Technical Criteria		
B1	Professional accreditations	Applicants must provide details of relevant professional membership with the appropriate national body (or equivalent). This must be done for all relevant team members where professional membership is mandated by law. Occupational Medical Practitioners must be registered with the Irish Medical Council. Applicants must also submit copies of appropriate professional certifications to demonstrate their professional accreditation in occupational medicine. Please refer to the B2 Personnel and Skills for the requested skillset of staff. For other related services (i.e. that do not require a professional membership by law) please list qualifications if relevant. Where applicable, staff registered as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Irish Medical Council in the specialty of Occupational Medicine are required to

		complete the section on “OHP Specialist Division Matrix” in the Questionnaire Response Document. Please complete the Questionnaire Response Document (Appendix 1).
B2	Personnel and skills	Applicants must demonstrate that the proposed resources to carry out the works are competent staff relevant to the services required as set out in Section 3.2 above and related sub-paragraphs. To this end, they must provide staff numbers (permanent and temporary) for each of the skills indicated: • 1x Senior occupational health physician (more than 5 years of experience) • 1x Junior occupational health physician (a minimum of 3 and a maximum of 5 years of experience) • 1x Administration staff Please note that the skills outlined may reside in the same person. Please complete the Questionnaire Response Document (Appendix 1).
B3	Previous experience	Applicants should refer to instances within the previous three years which demonstrate that they have successfully delivered services of a comparable nature and scale to those listed under Section 3.2 above, on two (2) occasions. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract. Please complete the Questionnaire Response Document (Appendix 1).
B4	Health and safety	Applicants must demonstrate compliance with all the relevant Health and Safety legislation. The Contracting Authority reserves the right to seek further information to verify compliance. Please complete the Questionnaire Response Document (Appendix 1).
Hourly rates and hours of operations		
C1	Hours of operation	Applicants must detail their standard hours of operation for information purposes. Please complete the Questionnaire Response Document (Appendix 1).
C2	Hourly rates	Applicants must provide information on their hourly rates, exclusive of VAT. The rates are fixed for the first year of operation of the panel. Please complete the Questionnaire Response Document (Appendix 1).