



Comhairle Cathrach Chorcaí
Cork City Council

Traffic Operations Division

Suitability Assessment Questionnaire

For

Road Safety Improvement Schemes



We are Cork.



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Document Control Sheet

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How to use the Questionnaire Form QW2

Suitability Assessment for Works Contractor, Open

Introduction

This standard questionnaire form should be used to select Works Contractors in an open procurement procedure. A separate document, *Assessment of Works Contractors, Open Procedure* (GN 2.3.2), provides detailed guidance to be consulted by the Contracting Authority before preparing the Questionnaire.

The questionnaire is presented as a protected Microsoft Word form. **It is important that the questionnaire is viewed in its electronic form so as to appreciate all the options and choices available to Contracting Authorities before it is filled in by a Contracting Authority.** It is intended to be tailored by the Contracting Authority with specific details of a project, the works and (where necessary) services required. This is facilitated through the use of Word ‘form fields’ while protecting standard text which is not to be changed.

The questionnaire is made available with instructions to companies tendering for the project for those companies to fill in the parts of the questionnaire reserved for them, to enable their suitability to be assessed by the Contracting Authority. The questionnaire is to be returned to the Contracting Authority with the tender including all required signatures in hardcopy.

Tasks

There are a number of tasks to be performed by the Contracting Authority in customizing this form:

- Form fields with ‘CA Note’ contain general instructions to the Contracting Authority, prior to issuing the questionnaire delete all such text.
 - Form fields with ‘CA Entry’ should be replaced by text addressed to the Tenderer or deleted as instructed.
 - Form fields with a ‘drop-down list’ contain a limited range of permitted options to be addressed to the Tenderer, select the appropriate option.
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Evaluation Criteria

The evaluation criteria that are supplied in the form (Section 3) are specifically designed to be used in Suitability Assessment and should not be confused with the Tender Award criteria. Prior to issuing the questionnaire:

1. For each of the criteria for which the Contracting Authority has discretion it must consider whether the information in that criterion is ‘Required’ or ‘Not Required’.
2. For all criteria that are required, the Contracting Authority should consider using ‘Submit on Request’.
3. For criteria that are ‘Required’ or ‘Submit on Request’, the Contracting Authority should consider if the response should be qualitatively assessed (Yes) or pass/fail only (No).

The Contracting Authority should make these changes by selecting the appropriate option in the drop-down lists presented with each criterion and should also enter specific requirements as instructed:

- the minimum and (where applicable) maximum turnover (Section 3.3.a);
 - insurance requirements as indicated (Section 3.3e, f and g);
- and any additional information required under each criterion.
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Suitability Assessment for Works Contractor, Open, Continued

Evaluation Criteria

In the main form Sections 3.4 a, b, c, d, and e the note below occurs:

NOTE: When the response is 'REQUIRED'

1. If a sub-contractor is proposed for the role of Contractor as Designer, include separate evidence in response to this criterion
2. Tenderer's evidence accepted for inhouse Designer

This note is relevant when the Main Contractor is providing Design services in addition to Construction, for example, in a Design and Build contract. It is intended to instruct the Tenderer how to present evidence when proposing for this role a subcontractor or an in-house Designer. The subcontractor must always supply separate evidence.

The drop-down box at 2 allows the Contracting Authority to choose:

- the Tenderer's evidence in response to this criterion is acceptable for the Tenderer's in-house Designer (this is the default shown above); or
 - separate evidence is required for the Tenderer's in-house Designer.
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Health and Safety Supplements

In addition to the main form there are Health and Safety (H&S) supplements to be prepared according to the roles required, as identified in sub-section 1.3. The Contractor supplement is always required; the PSCS, Designer and PSDP supplements are required when these roles have been identified in subsection 1.3. When a supplement is required it must be prepared by the Contracting Authority in the same way as the main form.

Project Category

In subsection 1.5 of the main form the Contracting Authority must select the category of project, in general:

- Type 1 project has a value < €500,000;
- Type 2 project has a value €500,000 to €5,000,000; or
- Type 3 project has a value > €5,000,000.

However considerations in relation to the H&S risk must also be taken into account in deciding on the project type. If there is a high H&S risk the category may need to be higher than that indicated by the project value above. The category of project chosen then governs decisions to be made about criteria and requirements in section 3 of the form.

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Evaluation Criteria, Continued

Certificate of Satisfactory Execution

The Main Contractor fills in the Certificate of Satisfactory Execution at Appendix B2 and the List of Projects on the form at Appendix B1 to which the Certificates relate to and submits these documents (as appropriate) as part of the response to the criteria in the Suitability Assessment Questionnaire. A Contracting Authority, if it so wish, can have the information in the Certificates verified by the relevant Contracting Authority whose project is being used as a reference by the Main Contractor. The purpose of the list is to identify the order the applicant places on its projects so that if there is a maximum number set by a Contracting Authority the applicant's projects within that limit can be identified for assessment purposes.

Appendices and Supplements to Questionnaire

There are separate links on the website to the following documents:

- Appendices A, B1, B2, C1 and C2, and
- Supplements 3.4.1, 3.4.2, 3.4.3 and 3.4.4.

Contracting Authorities should select which of the appendices and supplements are relevant to its procurement exercise and indicate this in the 'Applicant's Summary' at the start of Section 3 of the Questionnaire.

In Summary

At the top of Section 3 there is a summary table covering all criteria in the main form and supplements. When the Contracting Authority has prepared all the necessary criteria it should fill in the summary table covering all criteria in the main form and supplements.
