An Roinn Oideachais agus Óige
Department of Education and Youth

Planning and Building Unit

Declaration of Suitability for Contractors for Small Works (Open Procedure only)

Project:	Heating Services Upgrade & Gas Conversion Emergency Works Project 2026 at Scariff Community College, Drewsborough, Scariff, Co. Clare V94 Y9W2

Name of Tenderer:	
Address:	
Contact Name:	
Contract email:	
Contract phone:	

Introduction

This questionnaire is issued in relation to Department of Education and Youth tender competitions for Small Works using the Open Procedure. Its purpose is to simplify the tender process for Small Works and reduce the cost of tendering.

Tenderers should note that before appointment, the apparently successful tenderer will be required to produce (within 7 calendar days) evidence of compliance with all sections of this declaration. If the apparently successful tenderer cannot produce satisfactory evidence for all of the above within the required time period, his tender will be excluded and the tender of the next lowest tenderer will be considered.

Health and Safety

The successful contractor will be required to comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (Construction) Regulations 2013 and any subsequent Safety, Health and Welfare legislation or regulations.

The successful applicant will be appointed Works Contractor and Project Supervisor for the Construction Stage (PSCS) on the project in accordance with the Safety, Health and Welfare at Work (Construction) Regulations

3.1 Evidence of applicant's personal situation

On behalf of the above-named Contractor, I hereby declare that none of the circumstances specified in Directive 2004/17/EC Article 54 and Regulation 56 of SI No 50 of 2007 or Directive 2004/18/EC Article 45 and 51 and Regulation 53 of SI 329 of 2006 apply to the above-named Contractor.

In particular no individual (i.e. principal or principals of a Sole Trader) is bankrupt or is being wound up in this or any other jurisdiction; or is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up, or under administration by the court, or for an arrangement with creditors, or of any other similar proceedings under national laws or regulations in this or any other jurisdiction.

3.3 Evidence of Economic and Financial Standing criteria

3.3a Turnover

I declare that the above named Contractor's annual turnover for the three previous financial years (for which certified turnover is available) was not less than 1.5 times the sum tendered for this project and if requested in writing or email by the Contracting Authority will provide within 7 calendar days an original letter (or colour photocopy of an original letter) from the firm's accountant (signed by that accountant) stating the certified turnover for those 3 years. If for any valid reason this evidence cannot be provided, then alternative evidence considered appropriate by the Contracting Authority will be provided.

3.3f and 3.3g Public Liability Insurance and Employer's Liability Insurance

I declare that the above named Contractor has, or (if successful in this tender competition) will take out (prior to appointment), Public Liability Insurance (with a minimum level of cover of €6,500,000) and Employer's Liability Insurance (with a minimum level of cover of €13,000,000) in accordance with the conditions stated in the Instructions to Tenderers, and will if requested in writing or email by the Contracting Authority provide validated copies of the above policies within 7 calendar days.

3.4 Evidence of Technical Capability criteria

For the purpose of this declaration Works of a "similar nature" means "having a similar or compatible scope of works" (e.g. Building project, or project including the scope of works envisaged in this tender, Mechanical Installation, Electrical Installation). "Similar nature" does not mean having completed an educational project.

3.4a and 3.4b **Educational and professional qualifications of Personnel for the project**

I declare that the above-named Contractor (if successful in this tender competition) will assign competent personnel to fulfil the roles of (1) Contracts Manager, (2) Health & Safety Manager, (3) Foreman and (4) Project Supervisor Construction Stage. (One person may fulfil more than one or all of these roles.) I further declare that the above-named Contractor will (if so requested in writing or email by the Contracting Authority) provide evidence in the form of brief Curriculum Vitae showing that each of the above-named personnel have previous experience on projects of a similar nature, size and complexity in the assigned role satisfactorily completed

3.4c List works of similar nature provided over the past 7 years

I declare that the above named Contractor has carried out and satisfactorily completed 3 works of a similar nature, size and complexity within the last 7 years and will (if so requested in writing or email by the Contracting Authority) provide details of those 3 projects including the start and finish dates for the projects, the name of the Foremen, the scope of work completed by the above named Contractor and contact details (including phone numbers) for the Contracting Authorities and the Consultants in charge. I understand that the above information may be checked by the School Authority or their consultants.

HEALTH AND SAFETY COMPETENCE

It is a statutory requirement that the competence and satisfactory allocation of resources of the Contractor are established in compliance with the Safety Health and Welfare at Work (Construction) Regulations 2013.

It is also a statutory requirement that the competence of the person or persons to be appointed as Project Supervisor for the Construction Stage (PSCS) is established pursuant to section 6(1)(a) of the Safety, Health and Welfare at Work Construction Regulations 2013.

The standard required is stated under the relevant criterion, based on the category of project identified in the advertisement/Contract Notice or tender documents (Type 1/Type 2/Type 3). If none stated, the default is Type 1.

(This information is not required at Tender stage. No evidence of compliance is to be attached to or submitted with this declaration of suitability at this time)

3.4.1 HEALTH AND SAFETY COMPETENCE OF CONTRACTOR

3.4.1a and 3.4.1b Additional H&S Educational and professional qualifications of Personnel for the project

I declare that above named Contractor (if successful in this tender competition) will (if so requested in writing or email by the Contracting Authority) provide an organisation chart indicating the duty holders responsible for Health and Safety and demonstrating how responsibility for Health and Safety is allocated within the firm.

Additional Declaration for Type 2 or 3 projects only

I further declare that the Health and Safety Manager and the Site Safety Officer (who may be the same people as the Contracts Manager and/or foreman) has (have) either a Degree/diploma or other equivalent H&S training (minimum 4 hours externally accredited CPD) in addition to experience as Health and Safety Manager/Site Safety Officer on at least 3 satisfactorily completed building construction projects.

3.4(1)c List services of similar nature provided over the past 7 years

I declare that the above named Contractor has completed 3 works of a similar nature, size and complexity within the last 7 years in a satisfactory manner in compliance with the Safety, Health and Welfare at Work Construction Regulations 2006, and will (if so requested in writing or email by the Contracting Authority) provide details of those 3 projects (as 3.4.c above) and the record of enforcement actions, legal proceedings accidents, fatalities or incidents for those projects and (where applicable) measures that have been put in place by the above named Contractor to address any deficiencies in H&S procedures.

3.4(1)d Technicians or technical bodies involved especially those responsible for quality control

We confirm that in our opinion our organisation is competent and adequately resourced to fulfil its obligations under the Safety, Health and Welfare at Work Act 2005 and that our organization has adequate resources to fulfil the role of Contractor for this project. If successful in this tender competition, we will provide, within 7 days of a request in writing or email by the Contracting Authority, a signed Health and Safety Declaration in the form at Appendix C1 to QW2 available at www.constructionprocurement.gov.ie

Additional Declaration for Type 3 projects only

I further declare that our organisation has adequate structured H&S Procedures suitable for small works projects with a higher degree of H&S complexity, and if successful in this tender competition will provide, within 7 days of a request in writing or email by the Contracting Authority, supporting documentation in the format at http://www.hsa.ie/eng/FAQs /Safety_Statement_and_Risk_Assessment/ or other mutually agree format.

3.4.1e Average annual numbers of persons employed by the contractor

We confirm that in our opinion our organisation has adequate numbers of persons employed to fulfil its obligations under the Safety, Health and Welfare at Work Act 2013 and that our organization has adequate resources to fulfil the role of Contractor for this project.

3.4.2: HEALTH AND SAFETY COMPETENCE OF PSCS

3.4.2a and 3.4.2b Educational and professional qualifications of Personnel for the project

I declare that we will (if successful in this tender competition) and so requested in writing or email by the Contracting Authority, provide an organisation chart indicating the duty holders responsible for Health and Safety and demonstrating how responsibility for Health and Safety is allocated within the firm. If the role of PSCS is to be sub-contracted to an external company, we will provide an Organisation chart showing that company's structure and indicating their duty holders responsible for Health and Safety.

I further declare that the person to be assigned the role of PSCS has at least 3 years experience in the Building Trade and has and formal externally accredited training in Health and Safety (relevant to the role of PSCS) within the last 5 years. If successful in this tender competition and so requested in writing or email by the Contracting Authority, we will provide supporting documentation in the form of a Curriculum Vitae for the PSCS.

3.4(1)c List services of similar nature provided over the past 7 years

I declare that we have fulfilled the role of PSCS on at least 3 works of a similar nature, size and complexity within the last 7 years in a satisfactory manner in compliance with the Safety, Health and Welfare at Work Construction Regulations 2013, and will (if so requested in writing or email by the Contracting Authority) provide details of those 3 projects (as 3.4.c above) and the record of enforcement actions, legal proceedings accidents, fatalities or incidents for those projects, and (where applicable) measures that have been put in place by the above named Contractor to address any deficiencies in H&S procedures. If the role of PSCS is to be sub-contracted to an external company we will provide the above evidence in respect of that company.

3.4(1)d Technicians or technical bodies involved especially those responsible for quality control

We confirm that in our opinion our organisation is competent and adequately resourced to fulfil our obligations under the Safety, Health and Welfare at Work Act 2005-2024 and that our organization has adequate resources to fulfil the role of PSCS for this project. If successful in this tender competition, we will provide, within 7 days of a request in writing or email by the Contracting Authority, a signed Health and Safety Declaration in the form at Appendix C1 to QW2 available at www.constructionprocurement.gov.ie . If the role of PSCS is to be sub-contracted to an external company the above evidence is required in respect of that company.

Additional Declaration for Type 3 projects only

I further declare that our organisation has adequate structured H&S Procedures suitable for fulfilling the role of PSCS on small works projects with a higher degree of H&S complexity, and if successful in this tender competition will provide, within 7 days of a request in writing or email by the Contracting Authority, supporting documentation in the format at http://www.hsa.ie/eng/FAQs /Safety_Statement_and_Risk_Assessment/ or other mutually agree format. If the role of PSCS is to be sub-contracted to an external company the above evidence is required in respect of that company.

3.4.1e Average annual numbers of persons employed by the contractor

We confirm that in our opinion our organization has adequate numbers of persons employed to fulfil its obligations under the Safety, Health and Welfare at Work Act 2005 - 2024 and that our organization has adequate resources available to us to fulfil the role of PSCS for this project. If the role of PSCS is to be sub-contracted to an external company the above evidence is required in respect of that company.

I/We (the Applicant) have read the above declaration and in particular the minimum standards required. I/We note that this information is not required now but will be provided within 7 calendar days on foot of a written request (during tender evaluation) by the Contracting Authority.

We further acknowledge and accept that in the event that our firm cannot or does not provide all of the above evidence and information in the required format, within the time period required, to demonstrate to the satisfaction of the Contracting Authority compliance with the declaration the firm's Tender will be deemed to be invalid and will be excluded from further consideration.

Signed : _____ Date: _____

For and on behalf of Tenderer (signature must be that of a Director/Principal, with date in hardcopy)

Name : _____ (BLOCK LETTERS)

Title : _____ (BLOCK LETTERS)