



BERRY NARBOR PARISH COUNCIL
PARISH CLERK: Julie Irwin, Bowden Farm Cottage
Sterridge Valley, EX34 9TB
TEL: 07784 929906
EMAIL: clerk@berrynarborparishcouncil.org.uk



TENDER APPLICATION FORM

Principal Point of Contact

Name

Job Title

Organisation/Company Name.....

Main Address for Correspondence.....

.....Postcode.....

Tel Mobile.....

Email

Type of Business (i.e. Sole Trader, Partnership etc.).....

Certification

Please list any Trade, or Professional Association that you/the organisation belongs to, with names and registration numbers.....

What percentage of your workforce holds a current Health & Safety Awareness Certificate?

.....%

Training

Are you able to provide details of competence, training and/or qualifications held by any of your employees, if required to do so. Yes/No

Health & Safety

Who is the appointed Health & Safety Officer?

.....

If successful you will be asked to provide a copy of your Health and Safety Policy.
Please note if your Organisation is successful you will be required to prepare and submit full Risk Assessments and Work Safety Method Statements.

The organisation agrees to prepare and submit the following if successful:

Risk Assessment	Yes/No
Work Safety Method Statement	Yes/No

Has the Organisation been subject to any formal Notices issued by the Health & Safety Executive? Yes/No (If yes, please give details on a separate sheet)

Insurance Certification

Do you currently hold the following:

Public Liability Insurance	Yes/No
Employers Liability Insurance	Yes/No

(N.B. Cover of £5,000,000 is required in all instances)

If successful you will be asked to provide the above insurance and copies of the Policy Documents and Certificates will be required by the Council on an annual basis.

Corruption/Fraud

Are there any reasons why the Organisation might be, or might become, ineligible under Regulations 23 of the Public Contracts Regulations 2006. Yes/No

(If yes, please give details on a separate sheet of paper)

I certify that all the above information is correct.

Signed Dated

Print Name

BERRYNARBOR PARISH COUNCIL USE ONLY

Approved by

Signed Dated.....