SUBCONTRACTOR PREQUALIFICATION PACKAGE IRELAND 2016

Date:

To

Dear Sir/ Madam

Subject: PREQUALIFICATION AS AN APPROVED SUBCONTRACTOR

In order for your company to be registered as an approved Vendor with Structure Tone Limited, we enclose a sub-contractor pre-qualification package and require that you:-

1) Complete the "Pre-qualification Questionnaire"
2) Review the Health & safety "Terms & Conditions"
3) Review the "Sub-Contractors Responsibilities – Health & Safety"
4) Sign agreement/acknowledgement on last page
5) Submit, in addition to the above, all other required documentation

It is imperative that you complete the questionnaire in full and forward all the required documentation at your earliest convenience to:

Maura Burke
Structure Tone Limited
1st Floor
Warrington House
Mount Street Crescent
Dublin 2

We have enclosed a "Checklist" of documentation to be provided in your return.

Your response will be vetted by our Accounts, Commercial and Operations Departments and we will notify you in due course.

Should you have any queries, please do not hesitate to contact Maura Burke or myself on the aforementioned details.

Yours sincerely

Thomas Murnane
Commercial Manager

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1.0 INTRODUCTION TO STRUCTURE TONE LIMITED

The Structure Tone Organisation

Structure Tone was incorporated in the State of New York in 1971. Over the course of the past three decades, Structure Tone has grown to achieve a reputation as one of the pre-eminent full-service Construction Management/General Contracting firms in the world today. The firm offers construction services for corporate interior fit-outs, new "out of the ground" construction, and major building infrastructure upgrades and modernization. Structure Tone specializes in providing construction services for projects for many of the top global organisations. At Structure Tone no project is too small, as we have the resources and talent to handle the smallest fit-out project via our 'Special Projects Division'.

At Structure Tone, the needs of clients are met with the highest standards of professionalism and integrity, earning the firm the reputation of being a contractor that can be trusted. This evaluation is measured by the breadth of Structure Tone's successes, financial stability, ability to consistently meet cost and schedule guarantees and the number of clients for whom we have constructed multiple projects throughout the world.

By further expanding our organisation we provide our clients with an unparalleled depth of talent, creativity and innovative techniques to meet their project challenges, goals and aesthetic criteria.

Structure Tone's Ireland operations were established in Dublin in 1995 as part of the Structure Tone Organisation. We provide our clients with a totally integrated General Contracting service. As with all members of our organisation, Structure Tone Ireland maintains long-term Client and Consultant relationships. Structure Tone maintains its commitment to provide the highest level of service and quality to the Dublin market.

2.0 PREQUALIFICATION QUESTIONNAIRE

1.0 COMPANY DETAILS

1.0 Please complete the details below:

Company Name:		**Contact:**	
Address:		**Title:**	
Registered Address (if Different):		**Vat No:**	
Post Code:		**Company Registration No:**	
Tel:		**Fax:**	
E-mail:		**Website:**	

1.1 Does this Company have a Parent Company or Ultimate Holding Company

Yes ☐ No ☐ (✓ as appropriate)

If yes, please provide name and address of Parent Firm:

Name & Address: What Interest does parent firm in your company:

1.2 Please list all Directors within your organisation

1.3 Type of Business/ Service Provided

2.0 PREQUALIFICATION QUESTIONNAIRE

2.0 FINANCIAL STANDING

2.1 Provide the annual turnover for the last three years for the company or division who would carry out the works.

YEAR	TURNOVER

2.2 Provide details of your Bankers

Banker's Name:

Bankers Address:

Account No:

Sort Code:

IBAN:

BIC:

2.3 Will your company be prepared to provide a Performance Bond if so required?

Yes ☐ No ☐ (✓ as appropriate)

2.4 Provide with your submission a copy of the last two years Audited Account, Balance Sheets

Yes ☐ No ☐ (✓ as appropriate)

2.5 Provide, with your submission, confirmation that you have a C2 Certificate

Yes ☐ No ☐ (✓ as appropriate)

You will be required to present this is person to our Office Manager

2.0 PREQUALIFICATION QUESTIONNAIRE

3.0 INSURANCES

3.1 Public Liability & Employer's Liability

Please attach a copy of your insurance certificates.

3.2 Professional Indemnity Insurance

Before being appointed your company may be required to provide evidence from your broker or insurance company confirming you have current professional indemnity insurance cover, and that it will be maintained for years after completion of the construction works.

Will your company be prepared to Professional Indemnity Insurance, if so required.

Yes ☐ No ☐ (✓ as appropriate)

2.0 PREQUALIFICATION QUESTIONNAIRE

4.0 STAFFING

4.1 Are all workers members of a recognised construction workers pension scheme?

YES	NO

If 'Yes', which scheme?

Provide details of the number of Employees participating:

Provide Pension Scheme contact name/telephone number for Structure Tone administration to contact if necessary:

4.2 Please provide details of the current Company Staffing by number and discipline/ trade.

DISCIPLINE/TRADE	NUMBER

4.3 Do you perform work on site with your own forces or do you sub-contract?

YES	NO

4.4 Do you fabricate your product in-house or do you use external fabricators?

YES	NO

2.0 PREQUALIFICATION QUESTIONNAIRE

5.0 RELEVANT EXPERIENCE/ REFERENCES

5.1 Please provide a list of recent projects you have completed which would be similar in Nature and Complexity to the type of project you would expect to carry out for Structure Tone Limited.

DATE COMPLETED	PROJECT NAME/ LOCATION	TRADE	CLIENT	VALUE (€)	KEY PERSONNEL

2.0 PREQUALIFICATION QUESTIONNAIRE

6.0 HEALTH & SAFETY

REF	QUESTION	RESPONSE	OFFICE USE ONLY
6.0	**SAFETY POLICY/STATEMENT**		
6.0.1	Have you a written & current Health & Safety Statement signed by a Director?	Yes/No	
6.0.2	Can you confirm that you have communicated your Health & Safety Statement & Policies to all your direct & indirectly employed operatives & can furthermore confirm that they have understood the communicated policies & safety statements & shall adhere to same?	Yes/No	
6.0.3	Can you provide evidence to 6.02 above? Please enclose e.g. signature page.		
6.1	**INTERNAL SAFETY SUPPORT**		
6.1.1	Who is the person responsible for H&S at Director Level?	Name: Title: Qualifications:	
6.1.2	Please provide the name and qualifications of your Safety Manager.	Name: Title: Qualifications:	

6.1.3	Provide the names and qualifications of all Safety Officers within your Company.	Name: Title: Qualifications:	
6.2 EXTERNAL SAFETY SUPPORT			
6.2.1	Do you have any external safety support? Eg. Safety Consultants	Provide Details: Name: Address: Tel:	
6.3 SAFETY MANAGEMENT SYSTEM			
6.3.1	Please provide details of any Safety Management System that is in operation within your Company.		
6.3.2	Is this system accredited by any organisation? Yes/No		
6.3.3	If you answered yes to the above question please give details:	Name of awarding organisation: Year accreditation first achieved: Is the accreditation currently valid? Yes/No	

6.4 HEALTH AND SAFETY PERFORMANCE

Detail number of Incidents for the last 3 years

YEAR	2016	2015	2014
Fatalities			
Over 3 Day Injury			
Dangerous Occurrence			
Prosecutions by HSA			
Prohibition Notices by HSA			
Advise Notice by HSA			

2.0 PREQUALIFICATION QUESTIONNAIRE

6.0 HEALTH & SAFETY

6.4.2	Please provide details of all prosecutions, taken against your Company, for breaches of Health, Safety or Welfare legislation over the past five years.		
6.5 TRAINING			
6.5.1	Please provide details of safety training and qualifications provided to management within your Company.		
6.5.2	Confirm minimum training provided to all employees – e.g. Safe Pass/CSCS		
6.6 CONTROL OF SUBCONTRACTORS			
NOTE	Do you subcontract portion or all of your work? If so:-		
6.6.1	How does your Company ensure that sub-contractors engaged by your Company are competent?		
6.6.2	How does your Company ensure that sub-contractors engaged by your Company operate safe systems of work?		

2.0 PREQUALIFICATION QUESTIONNAIRE

6.0 HEALTH & SAFETY

6.7 Compliance with Acts & Regulations	
6.7.1	The Safety Health and Welfare Act 2005, The Safety Health and Welfare at Work (Construction) Regulations 2006 and The Safety Health & Welfare at Work (General Application) Regulations 2007 impose duties on Contractors. Please confirm that you understand your responsibilities as identified in the regulations and, in particular, that you will undertake your works in compliance to: o Co-operate with the PSCS; o Provide a copy of your safety statement and method statement (where required) together with all relevant information to the PSCS; o Promptly provide the PSCS with information required for the safety file; o Comply with directions of Project Supervisor Construction Stage; o Report accidents to the Health & Safety Authority and to the PSCS where an employee cannot perform their normal work for more than three days following an accident on the site; o Comply with site rules and the safety and health plan and ensure that your employees comply; o Identify hazards, eliminate the hazards, or reduce risks during construction; o Facilitate the Site Safety Representative; o Ensure that relevant workers have a FAS safe pass card and a construction skills card where required; o Provide workers with site specific induction; o Appoint a safety officer where there are more than 20 on site or 30 employed; o Consult workers and Safety Representatives; o Monitor compliance and take corrective action.

3.0 STRUCTURE TONE LIMITED "SUB-CONTRACTORS RESPONSIBILITIES" – HEALTH & SAFETY

SUB-CONTRACTORS RESPONSIBILITIES

1. All sub-contractors will be expected to comply with the Company Policy for Health and Safety and must ensure their own Company Policy is made available on site whilst work is carried out. They must also comply with the requirements of any Health and Safety Plan developed for the site and co-operate with arrangements made to ensure health and safety on site.

2. All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site and the general public.

3. Assessment of risk associated with any substance, process or work activity on site which will be hazardous to health and safety, must be provided to the contract management before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.

4. Scaffolding used by sub-contractors' employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and codes of practice.

5. Sub-contractors' employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site unless authorised.

6. All plant or equipment brought onto site by sub-contractors must be CE marked safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certification available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our company's site representative before work commences.

7. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest
Standards for industrial use, in good condition and comply with the relevant regulations. Where applicable, a certificate must be available for portable appliances that are required to be tested under the General Application Regulations 2007 & ETCI guidelines.

8. Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this company's site representative.
Sub-contractor's employees must comply with any safety instructions given by this company's site representative.

9. This Company will inspect sites and report on health and safety matters on a regular basis. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the company's site representative with the name of the person they have appointed as safety adviser.

10. Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractors' employees to have the use of this Company's facilities in which case details will be recorded in the site construction phase safety plan.

11. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc., cleared as work proceeds.

12. All operatives, sub-contractors, visitors, etc., on the company's sites will wear safety helmets at all times other than in areas specifically designated as "no risk" areas by site management. Signs erected on site that safety helmets to be worn must be complied with by sub-contractor personnel.

13. In accordance with the requirements of the site Health and Safety Plan a detailed method statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The method statement must be agreed with our company site representative before work begins and copies made available on site so that compliance with the agreed method statement can be monitored.

4.0 CHECKLIST OF DOCUMENTATION TO BE PROVIDED

Please check the items below in accordance with documentation to be provided with your response.

	✓
Completed Prequalification Questionnaire	
Last two (2) years Audited Account, Balance Sheets	
Copy of Insurance Certificates	
Copy of ***signed*** Health & Safety Policy Statement per 6.0.1.	

I/We confirm the information provided is true and accurate and I/We agree to abide by the H&S responsibilities as noted for all projects we carry out for Structure Tone Limited.

Name: _____ **Date:** _____
Director / Principal

Name: _____ **Date:** _____
Secretary/Director

Company: _____