

DPS for Civil Engineering Works

**Lot 3 – Road Making and Associated Ancillary Works without PSCS
Appointment for Contracts less than €200K**

E Suitability Assessment **Questionnaire – Envelope 1**

This is a PDF version of how the Questionnaire appears to Economic Operators on www.etenders.gov.ie



Lot 188347: Response form

Notes for Economic Operator

0 questions to answer

- 1 The Economic Operator must ensure:
- a) that all information, documentation and declarations submitted with their Application or in response to a Supplementary Request for Tender (sRFT) are correct and;
 - b) that they are in a position to provide the requisite evidence of compliance with the declarations submitted herein within five working days when requested by the LGOPC and/or Contracting Authority.
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- 2 Without prejudice to such other legal remedies available to the LGOPC and/or the Contracting Authorities, where an Economic Operator:
- 1) is found to have furnished false, misleading or incorrect information, documentation or declarations with its application; or
 - 2) is, for whatever reason, unable or unwilling to provide the requisite evidence of compliance with the submitted declarations within five working days when requested by the LGOPC and/or the Contracting Authorities; the LGOPC and/or the Contracting Authority may, at their discretion, exclude the Economic Operator from the Supplementary Request for Tender and/or the DPS.
- The Economic Operators must answer ALL questions in this form, must type the relevant information in ALL text boxes provided and must upload ALL required documents.
- The Economic Operators must comply with the instructions herein and a failure to do so may result in the application being deemed non-compliant. An Economic Operator that makes an application that is deemed non-compliant shall not be admitted to the DPS.
- Without prejudice to the foregoing, the LGOPC, at its discretion, may seek clarifications or further information (that does not materially alter an application) (or take such other legally permissible actions with reference to the principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition) from the Economic Operators via eTenders in respect of an application.
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- 3 An Economic Operator admitted to the DPS will be required to operate in compliance with all applicable statutory obligations during the period of validity of the DPS and the LGOPC and/or the Contracting Authorities may seek from the Economic Operator such information and documentary evidence as it deems reasonably necessary to demonstrate such compliance. The LGOPC may terminate a DPS Agreement with an Economic Operator found to be unable to demonstrate compliance with an applicable statutory obligation. Further details in relation to statutory obligations are found within the DPS Agreement published as part of the tender documents.

General Data Protection Regulation (GDPR) 1 questions to answer

4 We confirm that all Data Subjects whose Personal Data is provided in our application have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the LGOPC, for the purposes of our participation in this competition or that we otherwise have a legal basis for providing such Personal Data to the LGOPC and/or Contracting Authority for the purposes of our participation in this competition and that we will provide evidence of such consent and/or legal basis to the LGOPC and/or Contracting Authority upon request.

Yes

Economic Operator Details 6 questions to answer

5 Select the relevant option below to indicate your trading status.

- i) a Sole Trader
- ii) a Limited Company
- iii) a Designated Activity Company (DAC)
- iv) an Unlimited Company
- v) other

6 If you ticked one of the options between ii) to v) in the question above, enter your company registration number as recorded on Companies Registration Office details www.cro.ie, or equivalent in your jurisdiction, in the box below. If not applicable, enter 'N/A' in the box below.

7 If you ticked 'other' please confirm the exact nature of your trading status in the box below. If not applicable, enter 'N/A' in the box below.

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8 Enter the registered name of the Economic Operator in the box below.

This name must be exactly as per your Companies Registration Office details (www.cro.ie) or equivalent in your jurisdiction;

or

For Sole Traders this name must be exactly as per your VAT/Tax Registration details.

Note:

If the name provided in your ESPD is not your legal entity name, your legal entity name shall apply to this application.

9 Enter the Economic Operator's address in the box below.

This address must be exactly as per your Companies Registration Office details (www.cro.ie) or equivalent in your jurisdiction;

or

For Sole Traders this address must be exactly as per your VAT/Tax Registration details.

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10 Enter the Economic Operator's VAT/Tax Registration Number.

Supplementary Request for Tenders

1 questions to answer

11 www.supplygov.ie is a procurement platform operated by the LGOPC facilitating Local Authorities and other state agencies in the public procurement of goods, works and services from Economic Operators.

All Supplementary Request for Tenders in relation to this DPS will be conducted through www.supplygov.ie only.

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If you are registered on www.supplygov.ie, enter your Supplygov Supplier ID in the box below.

(Your www.supplygov.ie Supplier ID is a numerical entry found on the top left of the www.supplygov.ie Supplier homepage.)

If you are not registered on www.supplygov.ie, please now register as a new supplier. Registration as a new supplier on www.supplygov.ie may take a number of working days.

If you have not obtained a Supplygov Supplier ID prior to submitting your application, enter "Not Currently Registered" in the box below. Supplier registration on www.supplygov.ie is not mandatory at this stage and is not part of the selection criteria for this tender.

Region/Regions You Wish To Tender For

1 questions to answer

13

Select the region/regions (counties) that you wish to tender for. You must select at least one region.

You will only receive Supplementary Request for Tenders notifications from Contracting Authorities in the region/regions you have selected.

Please refer to the Instructions Document for a full list of the Contracting Authorities.

- County Carlow
- County Cavan
- County Clare
- County Cork
- County Donegal
- County Dublin
- County Galway
- County Kerry
- County Kildare
- County Kilkenny
- County Laois
- County Leitrim
- County Limerick
- County Longford
- County Louth
- County Mayo
- County Meath
- County Monaghan
- County Offaly
- County Roscommon
- County Sligo
- County Tipperary
- County Waterford
- County Westmeath
- County Wexford
- County Wicklow

Health And Safety Compliance Declaration – Contractor

1 questions to answer

14



Minimum Selection Criteria (Pass/Fail)

I declare, as an Economic Operator interested in being assessed for suitability, that the minimum standards listed below, and associated evidence to be provided when requested, are addressed in our Safety Statement:

The minimum standards are as follows:

a) A general Health and Safety policy document appropriate to a Health and Safety led Construction Management role.

The evidence relating to this minimum standard, to be provided when requested, is a copy of our current general Health and Safety policy.

b) The relevant management organisational structure document indicating the duty holders responsible for Health and Safety.

The evidence relating to this minimum standard, to be provided when requested, is an outline of our management organisational structure with regard to allocation of duties, delegation of responsibilities, etc., in relation to Health and Safety.

c) Standard method statements (relevant to works similar to those to be completed under this Agreement) covering all stages of the construction project life cycle from initiation to project completion.

The evidence relating to this minimum standard, to be provided when requested, is copies of standard forms used for method statements and risk assessments as part of our duties under the Safety, Health and Welfare at Work Act, 2005.

d) Evidence of training arrangements in place appropriate to works similar to those to be completed under this Agreement (this must include specific Health and Safety training).

The evidence relating to this minimum standard, to be provided when requested, is details of arrangements for continuing training of personnel in Health and Safety, including personnel who would be employed on the project.

e) Evidence that there is an adequate organisational structure in place within the company to facilitate the dissemination of up-to-date developments on Health and Safety issues.

The evidence relating to this minimum standard, to be provided when requested, is details of the company's procedures for disseminating up-to-date developments on Health and Safety issues.

f) Evidence that there are adequate arrangements in place for the co-ordination of information between Contractor and PSCS with an adequate mechanism in place that tracks and records delivery and receipt of information distributed.

The evidence relating to this minimum standard, to be provided when requested, is details of the company's arrangements for the co-ordination of information between the different contractors, suppliers and designers involved in a project.

g) Evidence of adequate structured procedures relevant to works similar to those to be completed under this Agreement to ensure that the Contractor's role in disseminating Health and Safety information for the construction stage on the projects is clearly demonstrated.

The evidence relating to this minimum standard, to be provided when requested, is details of the methodology for the dissemination of Health and Safety information for the construction stage on this or equivalent projects.

If the requirements and minimum standards have not been addressed in the Safety Statement separate evidence is to be provided when requested which demonstrates that such requirements and minimum standards have been met.

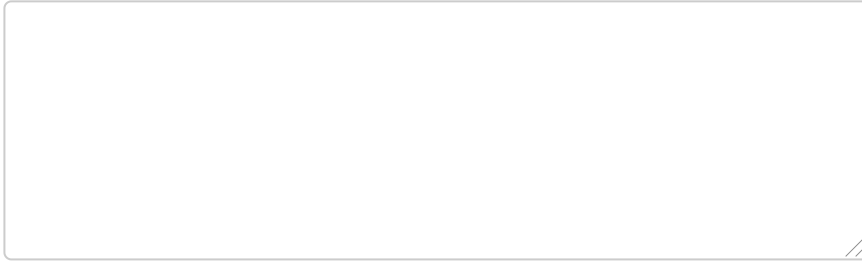
Yes ✓

No

15

Minimum Selection Criteria (Pass/Fail)

I declare, as an Economic Operator interested in being assessed for suitability that Health and Safety management within my organisation is the responsibility of:



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16

Minimum Selection Criteria (Pass/Fail)

I declare, as an Economic Operator interested in being assessed for suitability, that my organisation is competent and adequately resourced to fulfil its obligations under the Safety, Health and Welfare at Work Act, 2005, and that my organisation has adequate resources to fulfil the role of Contractor, as outlined in Notes 1 and 2 below.

The evidence relating to this minimum standard, to be provided when requested, is demonstrating compliance with relevant Health and Safety legislation.

- Yes ✓
- No

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Note-1

- We acknowledge and agree that we will be appointed as Contractor under any contract awarded under this Agreement.
- We confirm that each member of staff is aware of his/her responsibilities under the Safety, Health and Welfare at Work Act, 2005, and the Safety Health & Welfare at Work (Construction) Regulations 2013.
- In particular we are familiar with our general duties as Contractors as outlined in Part 3 Regulations 24-29 of the Safety Health & Welfare at Work (Construction) Regulations 2013; also with the specific duties enumerated in Parts 4-14, Regulations 30-105 of those Regulations and Schedules 1-6 of those Regulations. We are aware of and will take into account the General Principles of Prevention required under section 19 of the Safety, Health and Welfare at Work Act, 2005, when carrying out design construction work associated with the project and undertake to liaise with, communicate and co-operate with the PSDP and the PSCS in their roles.

General Principles of Prevention applicable to Contractor:

The purpose of the General Principles of Prevention is to provide a framework within which account is taken when identifying hazards in the risk assessment required under section 19 of the Safety, Health and Welfare at Work Act, 2005.

- i) The avoidance of risks
- ii) The evaluation of unavoidable risks
- iii) The combating of risks at source
- iv) The adaption of work to the individual, especially as regards the design of places of work, the choice of work equipment and systems of work, with a view to alleviating monotonous work and work of a predetermined rate and to reduce their effect on health
- v) The adaption of workplace to technical progress
- vi) The replacement of dangerous articles, substances or systems of work by non-dangerous articles, substances or systems of work
- vii) The giving to collective protective measures priority over individual protective measure
- viii) The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment
- ix) The provision of appropriate training and instruction to employees.

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Note-2

- We are aware of our obligations under Section 17 (3) of the Safety Health & Welfare at Work Act 2005 to ensure so far as is reasonably practicable that the project 'is constructed to be safe and without risk to health and that it complies in all respects, as appropriate, with the relevant statutory provisions'.
- We confirm that all staff have received, read and will apply the Safety, Health and Welfare at Work (General Application) Regulations 2007; the Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, and the HSA Frequently Asked Questions On Risk Assessments which are available on the HSA website.
- In our role as Contractor, risk assessments will be carried out and maintained on the job file.
- We confirm that in our opinion this 'Contractor Appointments' declaration is deemed to satisfy our obligations in relation to the following areas given the works to be completed under this Agreement: -
 - a) Health and Safety Policy and Organisation;
 - b) Arrangements;
 - c) Competent Advice;
 - d) Training and Information;
 - e) Individual Qualifications and Experience;
 - f) Monitoring, Audit and Review;
 - g) Workforce Involvement;
 - h) Accident/Incident Reporting, Review;
 - i) Sub-Consulting Procedures;
 - j) Hazard Management and Risk Assessment; and,
 - k) Health and Welfare.

19

Have there been any enforcement actions, legal proceedings, accidents, fatalities or incidents associated with the discharge of my duties as Contractor (whether the relevant discipline is the subject of this declaration or not) over the last three years?

- Yes
- No

20

If you answered "Yes" to the above question, please provide details in the box below.

If you answered "No" to the above question, please type "There have been none" in the box below.

800

22

Minimum Selection Criteria (Pass/Fail)

▼

I declare, as an Economic Operator interested in being assessed for suitability, that my organisation can provide sufficient management staff with Health and Safety qualifications, training and experience, relevant to the works to be completed under this Agreement.

Note:

The evidence in support of the minimum selection criteria above is:

(1) providing a Safe-T-Cert, or ISO 45001 Occupational Health and Safety Certification, or other equivalent independently certified Health and Safety management system with appropriate Health and Safety training and resources,

Or

(2) providing the following details:

- The educational qualifications, professional qualifications (e.g. professionally qualified project managers, architects, engineers etc – with dates obtained), and experience in so far as they are relevant to Health and Safety, and/or
- Educational qualifications, professional qualifications (as above) with at least one member of the contractor or its managerial staff who has experience in relation to works similar to those to be completed under this Agreement.
- The Curriculum Vitae of the contractor and its managerial staff in so far as they relate to Health and Safety training and/or experience and also the organisational structure of the firm.
- Having at least 8 hours annual (i.e. in-house or a CPD course) Health and Safety training relevant to the works to be completed under this Agreement.

Yes ✓

No

23

Minimum Selection Criteria (Pass/Fail)



I declare, as an Economic Operator interested in being assessed for suitability, that my organisation can provide at least one (1) site manager/ site agent, or equivalent, with Health and Safety qualifications, training and experience, relevant to the works to be completed under this Agreement.

Note:

The evidence in support of the minimum selection criteria above is:

(1) providing a Safe-T-Cert, or ISO 45001 Occupational Health and Safety Certification, or other equivalent independently certified Health and Safety management system with appropriate Health and Safety training and resources,
Or

(2) providing the following details:

- The educational qualifications, professional qualifications (e.g. professionally qualified project managers, engineers etc – with dates obtained), and experience in so far as they are relevant to Health and Safety, and/or
- The educational qualifications, professional qualifications (as above) and experience in so far as it is relevant to Health and Safety on works similar to those to be completed under this Agreement.
- The Curriculum Vitae in so far as they relate to Health and Safety training and/or experience.
- Having at least 8 hours annual (i.e. in-house or a CPD course) Health and Safety training relevant to the works to be completed under this Agreement.

Yes ✓

No

24

Health and Safety Competence of Personnel

25

Minimum Selection Criteria (Pass/Fail)



I declare, as an Economic Operator interested in being assessed for suitability, that my organisation has sufficient personnel with Health and Safety qualifications, training and experience, relevant to the works to be completed under this Agreement.

Note:

The evidence in support of the minimum selection criteria above is:

(1) Safe Pass Card, or equivalent Safety Awareness Scheme registration card,
and

(2) A valid Construction Skills Certification Card in Signing, Lighting and Guarding on Roads, and

(3) A valid Construction Skills Certification Card in Assisting in the Implementation of Health and Safety at Roadworks.

Yes ✓

No

Technical Capability - Educational and Professional Qualifications

2 questions to answer

27

Minimum Selection Criteria (Pass/Fail)



I declare, as an Economic Operator interested in being assessed for suitability, that my organisation can provide at least one (1) member of managerial staff who holds a National Framework of Qualification (NFQ) Level Seven (7) or higher, plus five (5) years' experience, or equivalent, in managing projects relevant to the works to be completed under this Agreement.

Note:

Equivalent managerial staff technical capability offered by the Economic Operator must include as a minimum an NFQ Level Six (6) qualification, plus eight (8) years' experience in managing projects relevant to the works to be completed under this Agreement;

Or

Ten (10) years' experience in managing projects relevant to the works to be completed under this Agreement.

Yes ✓

No

28

Minimum Selection Criteria (Pass/Fail)



I declare, as an Economic Operator interested in being assessed for suitability, that my organisation can provide at least one (1) site manager/site agent, or equivalent, who holds a NFQ Level Six (6) or higher, plus five (5) years experience, or equivalent, in managing projects relevant to the works to be completed under this Agreement.

Note:

Equivalence to an NFQ Level Six (6) or higher, plus five (5) years experience, is a minimum of eight (8) years experience in managing projects relevant to the works to be completed under this Agreement.

Yes ✓

No

Financial And Economic Standing

2 questions to answer

29

Financial Confirmatory Note

30

Minimum Selection Criteria (Pass/Fail)



The Economic Operator must upload the completed 'Financial Confirmatory Note', by clicking on the folder icon to the right.

A template for the Financial Confirmatory Note is available for download via the 'Access Documents' tab within this Request for Tender on www.etenders.gov.ie.

I confirm I have uploaded the completed 'Financial Confirmatory Note'.



Yes ✓

31

Insurance

32

Minimum Selection Criteria (Pass/Fail)

▼

I declare, as an Economic Operator interested in being assessed for suitability, I have the financial capacity to meet the minimum standards set down for insurance in this questionnaire.

The minimum levels of insurance cover required are:-

a) Employer's Liability Insurance = €13,000,000 and

b) Public Liability Insurance = €6,500,000.

Yes ✓

No

Technicians or Technical Bodies responsible for Quality Control

1 questions to answer

33

Minimum Selection Criteria (Pass/Fail)

▼

I declare, as an Economic Operator interested in being assessed for suitability, that I meet the minimum standard, which is a list of the relevant technicians or technical bodies responsible for quality control especially those upon whom I can call on in order to carry out the works.

Note:

The evidence in support of this minimum standard is a written statement naming the Technicians and Technical Bodies, particularly those involved in quality control.

Yes ✓

No

List of Projects Completed Over the Past 3 Years

0 questions to answer

34

The Economic Operator must submit details for three of their projects that have been completed during the past three (3) years that are of a similar nature, size and complexity to those described in the tender documents.

Details provided must clearly demonstrate that the Economic Operator has completed projects on either National Roads, Regional Roads or Local Roads.

Each project example for this Lot must have a minimum monetary value of €40,000 ex VAT. Include only the value of the works directly carried out by the Economic Operator.

Completed means the carrying out of all necessary works to finalise the project.

Project 1 Details: Minimum Selection Criteria (Pass/Fail)

10 questions to answer

35

Name of the Contracting Authority/ Client responsible for this project.

36

Address of the Contracting Authority/ Client responsible for this project.

37

Enter the title and location of the project in the box below.

800

38

Road Type

I declare, as an Economic Operator interested in being assessed for suitability, that this project was carried out on a:

- National Road
- Regional Road
- Local Road

39

Project Type

I declare, as an Economic Operator interested in being assessed for suitability, that this project consisted of the completion of one or more of the following categories of works:

- Road Resurfacing/Surfacing Works
- Road Reconstruction/Restoration/Strengthening
- Road Recycling

40

Scope of Works

I declare, as an Economic Operator interested in being assessed for suitability, that this project included the completion of one or more of the following elements of works:

You must select at least one option from the list below:

- Pavement Works
- Road Recycling
- Kerbs, Footways & paved areas
- Drainage works
- Services Installation and accommodation works (e.g. Connections to public utilities such as Water/Wastewater/Power/Communications/CCTV, etc.)
- Trench reinstatement
- Groundworks
- Earthworks
- Accommodating and minor landscaping works
- Other related Ancillary Works

41

If you ticked 'Other related Ancillary Works' please provide details of the elements of works carried out.

If not applicable write "N/A" in the box below.

800

42

Date project completed

Completed means the carrying out of all necessary works to finalise the project. (Date must be in the format dd/mm/yyyy and must be during the past three (3) years)

43

Value of the project excluding VAT

Must be a minimum of €40,000 ex VAT

Include only the value of the works directly carried out by the Economic Operator.

44

The Economic Operator must upload a completed 'Project Verification Form' for this project, by clicking on the folder icon to the right.



The 'Project Verification Form' is available for download via the 'Access Documents' tab within this Request for Tender on www.etenders.gov.ie.

I confirm I have uploaded the completed 'Project Verification Form' for this project.

Yes ✓

Project 2 Details: Minimum Selection Criteria (Pass/Fail)

10 questions to answer

45

Name of the Contracting Authority/ Client responsible for this project.

46

Address of the Contracting Authority/ Client responsible for this project.

47

Enter the title and location of the project in the box below.

800

48

Road Type

I declare, as an Economic Operator interested in being assessed for suitability, that this project was carried out on a:

- National Road
- Regional Road
- Local Road

49

Project Type

I declare, as an Economic Operator interested in being assessed for suitability, that this project consisted of the completion of one or more of the following categories of works:

- Road Resurfacing/Surfacing Works
- Road Reconstruction/Restoration/Strengthening
- Road Recycling

50

Scope of Works

I declare, as an Economic Operator interested in being assessed for suitability, that this project included the completion of one or more of the following elements of works:

You must select at least one option from the list below:

- Pavement Works
- Road Recycling
- Kerbs, Footways & paved areas
- Drainage works
- Services Installation and accommodation works (e.g. Connections to public utilities such as Water/Wastewater/Power/Communications/CCTV, etc.)
- Trench reinstatement
- Groundworks
- Earthworks
- Accommodating and minor landscaping works
- Other related Ancillary Works

51

If you ticked 'Other related Ancillary Works' please provide details of the elements of works carried out.

If not applicable write "N/A" in the box below.

800

52

Date project completed

Completed means the carrying out of all necessary works to finalise the project. (Date must be in the format dd/mm/yyyy and must be during the past three (3) years)

53

Value of the project excluding VAT

Must be a minimum of €40,000 ex VAT

Include only the value of the works directly carried out by the Economic Operator.

54

The Economic Operator must upload a completed 'Project Verification Form' for this project, by clicking on the folder icon to the right.



The 'Project Verification Form' is available for download via the 'Access Documents' tab within this Request for Tender on www.etenders.gov.ie.

I confirm I have uploaded the completed 'Project Verification Form' for this project.

Yes ✓

Project 3 Details: Minimum Selection Criteria (Pass/Fail)

10 questions to answer

55

Name of the Contracting Authority/ Client responsible for this project.

56

Address of the Contracting Authority/ Client responsible for this project.

57

Enter the title and location of the project in the box below.

800

58

Road Type

I declare, as an Economic Operator interested in being assessed for suitability, that this project was carried out on a:

- National Road
- Regional Road
- Local Road

59

Project Type

I declare, as an Economic Operator interested in being assessed for suitability, that this project consisted of the completion of one or more of the following categories of works:

- Road Resurfacing/Surfacing Works
- Road Reconstruction/Restoration/Strengthening
- Road Recycling

60

Scope of Works

I declare, as an Economic Operator interested in being assessed for suitability, that this project included the completion of one or more of the following elements of works:

You must select at least one option from the list below:

- Pavement Works
- Road Recycling
- Kerbs, Footways & paved areas
- Drainage works
- Services Installation and accommodation works (e.g. Connections to public utilities such as Water/Wastewater/Power/Communications/CCTV, etc.)
- Trench reinstatement
- Groundworks
- Earthworks
- Accommodating and minor landscaping works
- Other related Ancillary Works

61

If you ticked 'Other related Ancillary Works' please provide details of the elements of works carried out.

If not applicable write "N/A" in the box below.

800

62

Date project completed

Completed means the carrying out of all necessary works to finalise the project. (Date must be in the format dd/mm/yyyy and must be during the past three (3) years)

63

Value of the project excluding VAT

Must be a minimum of €40,000 ex VAT

Include only the value of the works directly carried out by the Economic Operator.

64

The Economic Operator must upload a completed 'Project Verification Form' for this project, by clicking on the folder icon to the right.



The 'Project Verification Form' is available for download via the 'Access Documents' tab within this Request for Tender on www.etenders.gov.ie.

I confirm I have uploaded the completed 'Project Verification Form' for this project.

Yes ✓

Declaration

1 questions to answer

I acknowledge and understand:

(a) that where my submission includes an answer and/or response to a minimum selection criteria ("pass/fail criteria") question and/or declaration, which denotes that I fail to meet that minimum selection criteria for admittance to the DPS, I shall be deemed to have submitted a compliant submission but shall be adjudged to have failed to meet the minimum selection criteria necessary for entry on to the DPS and, accordingly, I shall not be admitted to the DPS;

(b) that where I have failed to: (i) answer and/or respond (fully or at all) to a question and/or declaration or; (ii) submit the necessary supporting documents where appropriate, the LGOPC shall deem my submission non-compliant for the purpose of my application for admittance to the DPS and, accordingly, I shall not be admitted to the DPS;

(c) that where I have been found to have furnished false, misleading or incorrect information, documentation or declarations with, or at any stage of, my application or I have, for whatever reason, been unable or unwilling to provide the requisite evidence of compliance with the declarations submitted herein when requested by the LGOPC or Contracting Authority, then the LGOPC or Contracting Authority may impose such sanctions as it deems appropriate up to and including immediate exclusion of the Economic Operator from the DPS.

Yes