

Supplier Questionnaire

A. ORGANISATION DETAILS

Form Completed By:			
Position:		Date:	
Email Address:		Telephone No.:	

B. ORGANISATION INFORMATION

Organisation Name:		Branch (if applicable)	
Organisation Address:		Telephone No.:	
		Website Address:	
Company Registration No.:		Size of Workforce:	
Legal Entity:	<input type="checkbox"/> Individual	<input type="checkbox"/> Limited Company	<input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership
Turnover for your last financial year (£)?		Projected turnover for the next 12 months (£)?	

Estimating Contact Name:		Contact Telephone Number:	
Contact email:			

C. ORGANISATION PRODUCTS/SERVICES

Please indicate the main products/services that your organisation can offer:

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D. HEALTH & SAFETY DETAILS

HEALTH & SAFETY AT WORK

Are you registered with CHAS or a similar SSIP (Safety Scheme in Procurement) Recognised Health and Safety assessment scheme?:	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
*If yes, please provide a copy of the certificate of accreditation and go directly to Section E		

This form must be completed by prospective sub-contractors and returned fully completed. The Health & Safety at Work Act 1974 puts responsibility on the Main Contractor to ensure that persons engaged by them perform their duties in construction activities safety and without risk to others.

To appraise the safety standards of your organisation the following must be completed:

Does the organisation have a Health & Safety Policy?: *If YES Please provide a copy	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Who is the person responsible for Health & Safety within the organisation?:		
Who are the professional safety officers / consultants for the Company?:	Name: Address: Details of Qualifications:	
Who is responsible for <u>monitoring</u> the Health & Safety within the organisation?:		
Have you a safety manual within the organisation outlining the rules and working procedures?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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Employee Health & Safety Training		
Position in Company	Course Title	Organisation providing Training
A. For Managers / Supervisors		
Position in Company	Course Title	Organisation providing Training
B. For other persons		

Please give details of the organisation's safety record for the past 3-years:		
Please give details of reportable accidents to the HSE (Health & Safety Executive) within the last 3 years:		
Who is responsible for investigating accidents?:		
Do you carry out noise assessments?: *If YES please attach example	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Do you provide COSHH assessment and instruct operatives in safe use of products? *If YES please attached example of COSHH Assessment	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Give details of any Health & Safety surveillance carried out by the organisation:		
Do you provide PPE (personal protective clothing / equipment) to employees?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*If YES, do you have PPE issue records which are available on request?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your safety helmet policy?:		



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**How do you ensure that plant and equipment
in kept in good condition and PAT Tested?:**

**Do you wish to provide further details, if
relevant?:**

E. QUALITY MANAGEMENT PROCEDURES

To comply with our Quality Management and Procedures, it is necessary for you to complete the questions below:

Has your organisation been certified to the Quality Management standard ISO9001 by a UKAS accredited body:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please identify the certification body:		
Does your organisation have a quality system but not certified?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If your organisation does not have a quality system do you consider that you can provide the service and materials to comply with our requirements and specifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

F. ENVIRONMENTAL MANAGEMENT PROCEDURES

To comply with our Environmental Management and Procedures, it is necessary for you to complete the questions below:

Has your organisation been certified to the Environmental Management standard ISO14001 by a UKAS accredited body:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please identify the certification body:		
Does your organisation have an Environmental system but not certified?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If your organisation does not have an environmental system do you consider that you can provide the service and materials to comply with our requirements and specifications?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If your organisation is awarded a contract with MCS will your organisation abide by the following statement? "Our organisation recognises and shares commitment to promoting sustainability within the goods, services and works it provides and procures. Our organisation will seek to ensure the contract is performed in such a manner as to facilitate the MCS's commitment to sustainability within contracts it awards."	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p>	<p><input type="checkbox"/> Yes If "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p>	<p><input type="checkbox"/> No</p>
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G. FINANCIAL DETAILS

ORGANISATION INFORMATION

Unique Tax Reference (UTR)			
Company Registration No.:			
VAT Registered No.:			
National Insurance No.:		NI Contact Name (if LLP / Sole Trader)	

CONTACT INFORMATION

Accounts Dept. Contact Name:	
Telephone No.:	
Email Address:	

PAYMENT INFORMATION

Bank Name:	
Bank Address:	
Account Name:	
Account Number:	
Sort Code:	

H. EXCULSION GROUNDS

<p>Please indicate if, within the last 5 years, you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of any of the offences set out:</p>	<input type="checkbox"/> Participation in a criminal organisation <input type="checkbox"/> Corruption <input type="checkbox"/> Fraud <input type="checkbox"/> Terrorist offences or offences linked to terrorist activities <input type="checkbox"/> Money laundering or terrorist financing <input type="checkbox"/> Child labour and other forms of trafficking in human beings <input type="checkbox"/> None of the above
<p>If you have been convicted of any of the offenses listed in above, please provide the following information:</p> <ul style="list-style-type: none"> • Date of conviction • Specify which of the grounds listed the conviction was for and the reasons for the conviction • Identity of who has been convicted • If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. 	
<p>If you have answered yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self- cleaning)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you have answered yes, please provide further details. Please also confirm you have paid or have entered into a binding arrangement, with a view to paying the outside sum including where applicable any incurred interest and/or fines.</p>	
<p>Please indicate if within the last three years anywhere in the world any of the following</p>	<input type="checkbox"/> Breach of environmental obligations <input type="checkbox"/> Breach of social obligations



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<p>situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	<input type="checkbox"/> Breach of labour law obligations <input type="checkbox"/> Bankrupt or is the subject of insolvency or winding up proceedings <input type="checkbox"/> Guilty of grave professional misconduct <input type="checkbox"/> Entered into agreements with other economic operators aimed at distorting competition <input type="checkbox"/> Aware of any conflict of interest within the meaning of Regulation 24 due to the participation in the procurement procedure <input type="checkbox"/> Been involved in the preparation of the procurement procedure <input type="checkbox"/> Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions. <input type="checkbox"/> None of the above
<p>Please answer the following statements:</p>	
<p>The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The organisation has withheld such information.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The organisation is not able to submit supporting documents required under Regulation 59 of the Public Contracts Regulation 2015.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you have answered yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation</p>	

despite the existence of a relevant ground for exclusion? (Self-cleaning)	
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I. PAST PERFORMANCE

In the last 3 years, has your organisation had any sales:	
That incurred contract penalties, default notices for the late – or defective - supply of materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where you have withdrawn from the contract either before or after the award of the contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered yes to any of the above, please provide more information:	

J. GDPR

Please certify whether you have all necessary measures in place to ensure compliance with applicable data protection legislation (including from 25 May 2018 the General Data Protection Regulation 2016/679).	
Please indicate you company's status with regard to GDPR	<input type="checkbox"/> Yes - We have in place a full GDPR policy that will be uploaded upon successful appointment <input type="checkbox"/> No - We do not have GDPR policy in place (grounds for exclusion)

K. CORPORATE SOCIAL RESPONSIBILITY

Do you pay the Real Living Wage, or more, to ALL your employees? Ref: www.livingwage.org.uk	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered 'No' to the above, please provide more information:	

L. POLICIES

Please provide the following policies:	
Heath & Safety Policy Statement	<input type="checkbox"/> Yes - attached
Environmental Policy Statement	<input type="checkbox"/> Yes - attached
EDI Policy Statement	<input type="checkbox"/> Yes - attached
Training Policy Statement	<input type="checkbox"/> Yes - attached
Modern Slavery Policy Statement	<input type="checkbox"/> Yes - attached
Data Protection Policy Statement	<input type="checkbox"/> Yes - attached



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M. DECLARATION

(Please those that apply)

I declare that the statements and particulars contained in this questionnaire are true and that I have not misstated or suppressed any material facts. I undertake to advise of any material alteration to these facts occurring after the date of completion and provide copies of any documents upon request.

I acknowledge that if shortlisted for any materials or services, our organisation will be required to work to all standards/procedures of Management & Construction Services Limited.

All products and services provided by the company conform to all necessary legal and regulatory requirements and standards.

I give permission and consent to store and process my submitted data.

Signed:	
Name:	
Position:	
Date:	

Please forward this completed form to: supplychain@mcs-construction.co.uk