

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

Dear Add Name,

Please find enclosed The Pirbright Institute Supplier Pre-Qualification Questionnaire. As a **current/potential** supplier, we would be grateful if you could complete the attached questionnaire.

This form can be completed electronically with each text field expanding as needed. If it is easier to refer to a specific procedure please indicate the procedure number, applicable section of the procedure and submit an uncontrolled copy of the procedure along with the questionnaire.

Please include any requested documentation when returning the completed form.

Part 1 Details

Company Details			
Company Name:			
Address of Site:			
Date of Incorporation:		Company Registration No:	
Registered Office Address:		VAT No:	
Telephone No:		Fax No:	
Email address:			
Number of Employees:			
Type of Organisation: e.g. PLC, Limited Company, LLP, Other, Partnership, Sole Trader (Please Specify)			
Services / product / equipment provided to The Pirbright Institute			
Date:			

Part 2 Finance Information

Please provide:	Yes	No
Current year interim statement of account including full year turnover forecast.		
Statement of last years' audited accounts.		
Please confirm that there has been no material change in the financial position since last years audited accounts?		
Signature:		
Position:		
Date:		

Part 3 Insurance Certificates and Statements

Please provide:	Limit of Indemnity	Attached: Yes/No
Employers liability		
Public liability		
Professional indemnity		

Please provide:	Limit of Indemnity		Attached: Yes/No
Product liability			
Core Questions	Yes	No	Comments
Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them? If Yes, give details.			
If your company or any of its Directors and/ or Executive Officers are the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, have all claims been properly notified in accordance with the Employers Liability, Public Liability, Professional Indemnity, and/or Product Liability insurance policy requirements and been accepted by insurers? Give details.			
Has your company or any of its Directors and Executive Officers been subject to enforcement/remedial notices/orders (such as those issued by HSE or the Environment Agency) in the last three years? If Yes, give details.			
Signature:			
Position:			
Date:			
Bankers			
Name:			
Address:			
Telephone No:			
Fax No:			
Do you authorize the company to approach your bankers for financial reference?	Yes	No	

Part 4 References

Please provide the following information on 3 of your customers, who may be approached by The Pirbright Institute. Where possible these references should be for customers who have purchased similar services / product / equipment.	
Reference 1	
Name:	
Address:	
Telephone No:	
Fax No:	
Contact Name:	
Reference 2	
Name:	
Address:	

Telephone No:	
Fax No:	
Contact Name:	
Reference 3	
Name:	
Address:	
Telephone No:	
Fax No:	
Contact Name:	

Part 5 Management Systems

Do you have an accredited or certified quality management system? If Yes, attach a copy of current certificate.*	Yes	No	
Do you have a written environmental policy signed by the CEO? (Not applicable if fewer than five employees). If Yes, attach a copy of current policy.	Yes	No	
Do you have an environmental management system certified to ISO 14001 or EMAS? If Yes, attach a copy of current certificate.	Yes	No	
Do you have a written health & safety policy signed by the CEO? (Not applicable if fewer than five employees). If Yes, attached a copy of current policy.	Yes	N/A	
Do you have a health& safety management system certified to OHSAS 18001? If Yes, attach a certified copy.	Yes	No	
Do you carry out written risk assessments for all work?	Yes	No	
Do you have, and provide to your staff, the training necessary for work to be done safely and with minimum harm to the environment?	Yes	No	
Do you carry out incident investigation and other monitoring, and act on findings?	Yes	No	
Do you confirm the identity of your staff on recruitment, by checking original identification documents, cross-checking information on application forms, and taking up references in writing? State what is done.	Yes	No	
Do you check the health & safety and environmental competence of subcontractors?	Yes	No	N/A

*Note: you may be asked to complete an additional questionnaire if you are identified as a critical supplier to The Pirbright Institute.