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| **COMPANY QUESTIONNAIRE –**  |
| All information supplied will be treated as strictly private and confidential and will not be divulged to any other parties other than those directly involved in the project. |
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| **Section 1 – General Company Information** |
| 1 Name of Company: |
| 2 Registered Office Address: |
| 3 Company Registration Number: |
| 4 Year of Registration: |
| 5 Telephone No: |
| 6 E-mail Address: |
| 7 Nature of Business and Range of Services: |
| 8 Please indicate, if applicable, any subsidiary companies run by your company: |
| 9 If part of a group, please indicate the details of the ultimate holding company: |
| 10 VAT Registration No: |
| 11 Address of Office to support the Contract: |
| 12 Please illustrate diagrammatically, the structure of your company, showing the inter-relationships with other members of the group, and how the management of this contract fits into the company’s management structure: |
| **Section 2: Staffing/Management** |
| 13 Please identify the number of staff employed. Please indicate numbers of full-time and part-time staff:* Director(s):
* Managers:
* Technical:
* Administration:
* Operations:
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| 14 Annual Staff Turnover (in percentage format): |
| 15 Name of Employee responsible for the management of the Contract: |
| 16 Please submit your project team structure for the delivery & management of the Contract, inclusive of the full CV’s for each team member identified? |
| 17 Please identify whether you plan to use any sub-contractors to deliver any services within the Contract. If so, please:* identify those services that would be undertaken by the sub-contractor(s)?;
* the name of any nominated sub-contractor(s)?, and;
* your methodology of appointment and management of the sub-contractor(s)?
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| **Section 3: Financial/Banking** |
| 18 Please attach one copy of your last **three years** of audited accounts. This **must** include both your Profit & Loss Accounts and your Balance Sheets. |
| 19 If part of a group of companies, please attach one copy of their last three years of audited accounts. Again, to include Profit & Loss accounts and Balance Sheets. |
| **Section 4: Policy/Procedures** |
| 20 If you are registered under BS5750/ISO 9000 or any other scheme, please provide a copy of your registration certificate and a summary of your Quality Management (QM) procedures. |
| 21 Please provide copies of the following policies:* your **outline** health & safety policy
* your **outline** environmental policy, inclusive of your sustainability policy
* your equal opportunities policy
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| 22 Please complete the following with regards to your company’s insurance policies: **Third Party Liability (to £2m)**:  Policy No: Expiry Date: Limit of Indemnity:Please include a copy of the insurance certificate for each policy. |
| 23 Have you been prosecuted under any relevant health & safety legislation in the last five years? If the answer is Yes, please provide details of the incidence and the outcome. |
| 24 Have you been prosecuted under any relevant employment legislation in the last five years? If the answer is Yes, please provide details of the incidence and the outcome. |
| 25 Do you have a Business Continuity Plan (BCP), or equivalently titled document? If so;* what are the key risks and what are the control mechanisms in place?;
* how often and to what extent is the BCP tested?;
* how is the BCP managed and reviewed by your Board of Directors?
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| 26 Please provide a statement of assurance that you are committed to counter bribery, and please advise of any cases or convictions for bribery made against the company?  |
| **Section 5 - References** |
| 27 Please provide summaries (no more than two sides per project) of similar current or recent projects where you have provided similar services |