**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 |  | |  |
| 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.