**Mott MacDonald Pre-Qualification Questionnaire**

**FLAGSHIP SEN TEMPORARY ACCOMMODATION, HASTINGS**

Please complete all questions in this section. Where indicated, these questions will either be for information only (“INFO”) or will be assessed on a PASS/FAIL (“P/F”) basis.

|  |  |  |  |
| --- | --- | --- | --- |
| The procuring body is able to access **Constructionline**, a procurement and supply chain management scheme that collects, assesses and monitors standard company information. If you are a member of **Constructionline** you can provide us with your registration number and then skip the questions in this section. | | | |
| For **Constructionline** members only: | | | |
| Name of Company |  | Registration Number |  |
| Constructionline work category relevant to this project: |  | Relevant recommended contract (notation) value |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qu.** | **Question** | **Answer** | | **Evaluation** |
| **Company Information** | | | | |
| C1 | Name of legal entity or sole trader and type of organisation (PLC, Limited Company, LLP) |  | | INFO |
| C2 | Registration Number (if registered at Companies House or equivalent) |  | | INFO |
| C3 | Address of Registered Office |  | | INFO |
| C4 | Address of principle / branch office location(s) |  | | INFO |
| C5 | Telephone main line (Registered Office) |  | | INFO |
| C6 | E-mail Address |  | | INFO |
| C7 | Website Address |  | | INFO |
| C8 | Name of Responsible Person dealing with this submission |  | | INFO |
| C9 | VAT Registration No (if applicable) |  | | INFO |
| C10 | Position with Company |  | | INFO |
| C11 | Managing Director |  | | INFO |
| **Company Structure**  Please provide a diagram illustrating your company structure | | | | |
| S1 | Which entity will be party to the Contract? |  | | INFO |
| S2 | Parent Company details (if applicable) |  | | INFO |
| **Financial Information** | | | | |
| F1 | Please provide relevant financial information (Please refer to PAS91 module C2 for guidance) | |  | INFO |
| F2 | Please confirm that your annual turnover exceeds £5,000,000  If you do not meet this requirement, please confirm that your Parent Company will provide a Guarantee and supply financial information as per F1 for that Company. | |  | **P / F** |
| F3 | Indicate whether your Company has been or is the subject of a bankruptcy or insolvency proceeding or a subject to assignment for the benefits of creditors. | |  | INFO |
| F4 | Are there any judgments, claims or suits pending against you? | |  | INFO |
| **Insurances**  Please provide copies of all insurance documents / policy cover notes | | | | |
| I1 | Employers’ Liability Insurance |  | | INFO |
| I2 | Public Liability Insurance |  | | INFO |
| I3 | Professional Indemnity Insurance  (where consultancy input required) |  | | INFO |
| I4 | Product Liability Insurance  (if appropriate) |  | | INFO |
| I5 | All Risk Insurance |  | | INFO |
| **Business and Professional Standing**  For each of the below, if the answer is YES, please provide further information.  Responses will be taken into account in assessing the outcome of this submission where the circumstances are pertinent to anticipated future projects or services. They will not necessarily constitute a reason for a fail. | | | | |
| B1 | Are any of the mandatory reasons for exclusion set out in attached guidance applicable to you / your business?  If answering YES, please provide a summary of the circumstances and any remedial actions that has taken place subsequently and effectively ‘self-cleans’ the situation referred to. | |  | P / F |
| B2 | Are any of the discretionary reasons for exclusions set out in attached guidance applicable to you/your business?  If answering YES, please provide a summary of the circumstances and any remedial actions that has taken place subsequently and effectively ‘self-cleans’ the situation referred to. | |  | P / F |
| Management | | | | |
| H1 | Health & Safety management  Please self-certify that you are able to demonstrate that you have the requisite Health & Safety processes set up. Please refer to PAS 91 Module C4 for guidance. | |  | INFO |
| H2 | Equal opportunity management  Please self-certify as to whether as an employer, you meet the requirements of the positive equality duties in relation to the Equalities Act 2010 and comply with all equality guidance and best practice. | |  | INFO |
| H3 | Environmental management  Please self-certify as to whether as an employer, you comply with BS EN ISO 14001. | |  | INFO |
| H4 | Quality management  Please self-certify as to whether as an employer, you comply with BS EN ISO 9001. | |  | INFO |

**Honesty & Openness**

The Prevention of Corruption Acts apply to all contracts that any government or public organisation enters into. The Acts make it a criminal offence to give or offer bribes or rewards to any employee of a government department or public organisation with the intention of influencing them in their duties. These offences could lead to the loss of the contracts, loss of future opportunities and prosecution under the Acts.

It is a criminal offence to knowingly supply false or fraudulent information.

I confirm that, as far as I know, the information I have given is accurate. I am not aware of any financial changes to the business or any other circumstances that could harm business stability.