**REQUEST FOR INFORMATION**

**QUESTIONNAIRE**

HMP Five Wells - Mattresses

Issue Date: April 16th 2021

Closing Date: April 30th 2021

I**NFORMATION TO BE PROVIDED**

The following information is to be provided. Please treat all questions as mandatory unless otherwise specified.

## **Supplier details**

* 1. Please provide the following company information:

|  |  |
| --- | --- |
| Full Company Name and company number |  |
| Registered address |  |
| VAT number |  |
| Is your company classed as an SME? |  |
| Company website (optional) |  |

* 1. Please provide details of the main point of contact within your organisation:

|  |  |
| --- | --- |
| Contact Name |  |
| Position |  |
| Email address |  |
| Telephone number (optional) |  |

1. **Supplier certification and compliance**
   1. Please confirm if you have the below certifications/accreditations:

|  |  |
| --- | --- |
| Ecovadis  (If yes, please attach scorecard) |  |
| ROSPA  (If yes, please provide number) |  |

* 1. Please declare any convictions, County Court Judgements or pending charges (you must disclose these at this stage, or your application to future tenders will be excluded)
  2. Please declare any company liquidations, dissolved directorships (you must disclose these at this stage, or your application to future tenders will be excluded)

1. **Specifications & Delivery**
   1. Please confirm the below information regarding quality and delivery:

|  |  |
| --- | --- |
| Please attach or confirm the full specifications of the item quoted |  |
| What is the expected lifespan of the mattress? |  |
| Are you able to provide any warranties? |  |
| What is the minimum lead time for the full 1,740 quantity to be delivered? |  |
| Is there any additional charge for multiple deliveries. If so, please state what |  |

* 1. G4S will require ongoing replenishment orders. Please confirm the below in regards to potentially supplying these:

|  |  |
| --- | --- |
| Is there a MOQ? |  |
| What would the lead time be for the MOQ  (or 10 if no MOQ) |  |