**Questionnaire**

HMP Parc - HVAC equipment servicing and maintenance

**REQUIREMENT OVERVIEW**

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? |  |
| Does your company have an office/base in Wales? |  |
| 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) |  |
| --- | --- |
| Safecontractor(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:

| Do you have experience operating in prisons?  |  |
| --- | --- |
| Are you able to provide an engineer 365 days a year for reactive works?  |  |
| For reactive call outs, how long on average would it take an engineer to arrive on site?  |  |
| Do you offer a warranty their parts and service? if so, please detail  |  |
| Are you able to offer any additional discount if awarded both services? if so, please detail |  |