

Ryde Town Council - Contractor Due Diligence Questionnaire



Section 1 - Supplier Identity, key roles and contact information

Q Ref	Nature of information	Description of response expected, which will be taken into account in assessment	Response
1.1	Name of legal entity or sole-trader	Unique name of legal entity or name of individual	
1.2	Registered Office Address	Address Line 1	
		Address Line 2	
		Address Line 3	
		Town	
		County	
		Postcode	
		Website Address	Website (if applicable)
1.3	Contact Details for Enquiries	Title	
		Forename	
		Surname	
		Job Title	
		email	
		Telephone number	
		Address Line 1	
		Address Line 2	
		Address Line 3	
		Town	
		County	
		Postcode	
1.4	Registration Number or equivalent	Registration Number with Companies House	
		Registration Number with equivalent body	
1.5	Charity Registration Number		
1.6	VAT number		
1.7	Name of immediate parent company (if applicable)		
1.8	Type of organisation	e.g. PLC, Limited Company, LLP, partnership, sole trader	

Section 2 - Financial Information

Q Ref	Nature of information	Description of response expected, which will be taken into account in assessment	Tick as applicable
2.1	Please select the type of organisation that most closely matches your organisation and provide information accordingly		
	2.1.1 Start Up business that has not reported accounts to HMRC or Companies House	Forecasted Turnover for the current year & statement of funding from the owners/bank	<input type="checkbox"/>

	2.1.2 Accounts for an unincorporated business (sole traders & partnerships)	Copy of the most recent accounts that contain turnover, profit before tax, and balance sheet (if prepared), that covers that most recent two years trading. If accounts are not prepared, provide the relevant pages from latest tax returns (self employment pages for sole traders, partnerships pages for partnerships)	<input type="checkbox"/>
	2.1.3 Accounts for Limited Companies	Copy of the most recent accounts that contain turnover submitted to HMRC, that covers that most recent two years trading.	<input type="checkbox"/>
	2.1.4 Accounts for other organisation types (i.e. not for profit entities)	In most cases it is likely that audited accounts will have been prepared and the accounts required at 2.1.3 will suffice. Where this is not the case, documentation in 2.1.1 should be provided	<input type="checkbox"/>

Please enter the requested information in the response column and provide copies of the certificates

2.2	Insurance statement and certificates		Response
2.2.1 Employers Liability	Policy Number		
	Limit of indemnity		
	Limit for a single event		
	Expiry Date		
2.2.2 Public Liability	Policy Number		
	Limit of indemnity		
	Limit for a single event		
	Expiry Date		
2.2.3 Professional Indemnity (where consultancy input involved)	Policy Number		
	Limit of indemnity		
	Expiry Date		
2.2.4 Product liability (Where product is to be supplied)	Policy Number		
	Limit of indemnity		
	Expiry Date		

Section 3 - Health & Safety

Internal Use Only

Example of the type of information required to support response

Q Ref	Question	Yes/No	Score
3.1	Are you able to show that you have a general policy for ensuring effective Health & Safety (H&S) management? (Organisations with less than 5 employees see Note 1)	Evidence of periodically reviewed general H&S policy, signed and dated by a senior person within the organisation	

3.2	Do you routinely record and review accidents/incidents and undertake follow-up action?	Evidence that your organisation maintains records of all RIDDOR and other incidents for at least the last three years		
3.3	Do you have arrangements for ensuring on-site welfare for your employees/other workforce?	Describe how you ensure suitable welfare facilities for your employees/other workers are in place before starting on site, whether this is provided by a site-specific arrangement with others or your own measures.		

Note 1: If a supplier has fewer than 5 employees it is not legally required to write down its general policy or arrangements. However, it does need to be able to show that its arrangements are adequate in relation to the type of activity likely to be undertaken.

Section 4 - Equal opportunities and diversity policy and capability				Internal Use Only
Q Ref	Question	Example of the type of information required to support response	Yes/No	Score
4.1	As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?	N/A		
4.2	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally?	N/A		
4.3	In the last 3 years, has your company been found in breach of section 15 of the Immigration, Asylum and Nationality Act 2006?	Details of any findings		
4.4	In the last 3 years, has your company been found in breach of section 21 of the Immigration, Asylum and Nationality Act 2006?	Details of any findings		
4.5	In the last 3 years, has your company been found in breach of the National Minimum Wage Act 1998?	Details of any findings		

Section 5 - Professional Capability				Internal Use Only
Q Ref	Nature of information	Description of response expected, which will be taken into account in assessment	Yes/No	Score

5.1	Do you and/or your company have the technical ability to carry out the activities that are subject of this tender?	Evidence of your company's capability of carrying out the activities described for 3 projects carried out in the past 5 years.		
5.2	Have you/or your company carried out activities of the same or similar nature to that which is the subject of this tender?	A list of relevant activities carried out over the past 5 years, together with evidence of satisfactory completion.		

Section 6 - Social Value Description of response expected, which will be taken into account in assessment				Internal Use Only
Q Ref	Question	Response	Score	
6.1	Total Number of Employees	N/A		
6.2	Number of Full Time Employees (30+hours a week)	N/A		
6.3	Number of Part-Time Employees	N/A		
6.4	Number of Male Employees	N/A		
6.5	Number of Female Employees	N/A		
6.6	Number of Non-Binary Employees	N/A		
6.7	Do you currently employ any apprentices or have done so in the past?	Yes/No		
6.8	If you are awarded this contract, will new employment opportunities be created, or fixed term contracts extended?	Number of roles created/extended		
6.9	If you are awarded this contract, will it provide the ability for your company to offer workplace experience placements?	Yes/No		
6.10	Does your company offer an Employee Assistant Programme which is available to all employees?	Yes/No		
6.11	Does your company have a dedicated Mental Health First Aider?	Yes/No		