

#### PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

for

#### CONSTRUCTION RELATED PROCUREMENT - COMBINATION

Based on: PAS 91: 2013

The Government sponsored sets of questions for use in pre-qualification for construction tendering.\*

Updated to comply with Public Contracts Regulations 2015,

Cabinet Office Core PQQ (Mandatory and Discretionary reasons for exclusion)



Questions not applying to Consultants

Questions only applying to Material Suppliers

Questions in red – Gold/Platinum level.

Name of Company	Registration Number	

	stion Module C1: <b>Supplier identity, ke</b> provide all the information in this sect	•	act int	ormat	ion				
Q Ref	Information Required	Description of	sunnor	ting in	format	ion exp	ected wh	nich will he tak	en.
<u></u>	and the second s	into account in				.о олр			
C1-Q1	Name of legal entity or sole trader								
	Trade name, if different from								
	above								
C1-Q2	Registered Office address								
		Town:							
		County:				Post C	Code:		
		Website:					I		
C1-Q3	Contact Details for enquiries	Title:	Mr		Mrs		Ms	Other	
		Forename:							
		Family name:							
		Job title:							
		E-mail:							
		Tel number:			1	Fax nun	nber:		
	Head office or trading office if		•						
	different from that of registered								
	office	Town:							
		County:	•		1	Post Co	de:		
C1-Q4	Registration number if registered	Companies Ho	use:						
	with Companies House or equivalent	Equivalent Bod	y:						
C1-Q5	Charity Registration number								
	Date of incorporation								
	Date business was set up								
C1-Q6	VAT registration number (if applicable)								
C1-Q7	Name of immediate parent company								
C1-Q8	Name of ultimate parent company								
	Name of company I currently own								
	Name of company I have a								
	common director/partner with								
C1-Q9	Type of organisation	PLC Limited compa LLP Other partners Sole trader	-		] ] ] ]				

		Other (ple	ase specify):		
Does your company h	ave any				
branch offices					
Do you have any relat	ed or				
associated companies	5?				
<b>Directors and Partner</b>	S				
Please give details of	the following:				
Sole traders, partners	hips, LLPs + <mark>-</mark> a	ll those with	a financial interes	t.	
Ltd and Plc companies	s – directors, t	he company	secretary and any	one who holds i	more than 20% of the
paid-up share of loan	capital.				
Owner		Title:		Forename:	
Partner		Family nar	ne:		
Director		Position:			
Company Secretary		D.o.B:		Private post	code:
Industry-related quali	fications		•		·
Membership of profes	ssional				
organisations					
Owner		Title:		Forename:	
Partner		Family nar	ne:		
Director		Position:			
Company Secretary		D.o.B:		Private post	code:
Industry-related quali	fications				
Membership of profes	ssional				
organisations					
Owner		Title:		Forename:	
Partner		Family nar	ne:		
Director		Position:			
Company Secretary		D.o.B:		Private post	code:
Industry-related quali	fications				
Membership of profes	ssional				
organisations					

Core Question Module C2: Financial Information

You must provide all the information in this section.

Please see Appendix 2: Financial Assessment Criteria

Please see Appendix 2: Financial Assessment Criteria for explanation of our calculations.						
Q Ref		Description of information expected, which will be taken not account in assessment.	Tick if provided			
C2-Q1		ito account in assessment. ization description that most closely matches your organizat				
CZ-QI	provide information accordingly.	ization description that most closely matches your organizat	ion unu			
C2-Q1-1	Financial information for a <b>start-up business</b> that has not reported accounts to the Revenue or Companies House.	<ul> <li>Turnover forecast</li> <li>Opening balance sheet that includes:         <ul> <li>Initial loan from directors/owners to start the business</li> <li>Fixed assets, i.e. motor vehicles, specialized tools, computer programmes and computer equipment used to help the business function.</li> </ul> </li> <li>Management accounts</li> </ul>				
C2-Q1-2	Accounts for an unincorporated	Sole Traders or Partnerships				
C2-Q1-2	business (sole traders and partnerships).	<ul> <li>Profit and loss sheet</li> <li>Balance sheet</li> <li>Notes to the accounts</li> <li>OR</li> <li>Sole Trader</li> <li>Self employment section of the Self Assessment Tax Return, that shows the <ul> <li>Accounts Year End date</li> <li>Business income</li> <li>Net profit/loss</li> </ul> </li> <li>The current forms as per HMRC are Self Assessment Tax Return (SA100). <ul> <li>If you file returns by paper, you will also need to complete:</li> <li>SA103S if the turnover is below £73,000</li> <li>SA103F if the turnover is above £73,000</li> </ul> </li> </ul>				
		<ul> <li>Partnership</li> <li>The Partnership Self Assessment Tax Return that shows the         <ul> <li>Accounts Year End date</li> <li>Business income</li> <li>Net profit/loss.</li> </ul> </li> <li>The current forms as per HMRC are:         <ul> <li>Self Assessment Tax Return (SA100)</li> <li>Partnership Supplementary Pages (SA104)</li> <li>Nominated Partnership Return (SA800)</li> <li>If you file your returns by paper, you will also need to complete:             <ul> <li>SA103S if the turnover is below £73,000</li> <li>SA103F if the turnover is above £73,000</li></ul></li></ul></li></ul>				

C2-Q1-3	Accounts for a small company or limited liability partnership with a turnover of below the audit threshold (currently £6.5 million) that is not required to prepare audited accounts.	<ul> <li>A full and final set of accounts including:</li> <li>Profit and loss</li> <li>Balance sheet</li> <li>Notes to the accounts</li> <li>Audit report (if audited) or the Accountants' Certificate</li> <li>Abbreviated or draft accounts are not acceptable.</li> </ul>	
C2-Q1-4	Accounts for a medium to large incorporated entity and all other organisations that are required to prepare audited accounts.	A copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two year period of trading or, if trading for less than two years, the period that is available.  The accounts we require are sometimes described as 'full' accounts, which distinguishes them from 'abbreviated'. The latter do not include the profit and loss page that details turnover and profit before tax.  Abbreviated accounts are not acceptable.  Full accounts include:	
		<ul> <li>Director's report</li> <li>Profit and loss</li> <li>Balance sheet</li> <li>Notes to the accounts.</li> </ul>	
C2-Q1-5	Accounts for other organisation types (e.g. not for profit entities, local authorities, housing associations, charities	In most cases it is likely that audited accounts will have been prepared and the accounts required at C2-Q1-4 above will suffice. Where this is not the case, an unaudited copy of the most recent accounts as described in C2-Q1-2above should be provided.	
Preferred	minimum contract value £	Preferred maximum contract value £	

C2-Q2	Insurance statement and Certificates	copy of each certificate and	surances your business holds and send us a d schedule. E.g. a warranty to cover product ver. We do not need to know about car or
C2-Q2-1	Employers' Liability insurance	Insurer	
		Policy number	
		Limit of indemnity	Excess
		Limit for a single event	
		Expiry date	Cert provided
C2-Q2-2	Public liability insurance	Insurer	
		Policy number	
		Limit of indemnity	Excess
		Limit for a single event	
		Expiry date	Cert provided
C2-Q2-3	Professional Indemnity Insurance	Insurer	
	(Where consultancy input	Policy number	
	involved)	Limit of indemnity	Excess
		Limit for a single event	
		Expiry date	Cert provided
	All Risks	Insurer	
		Policy number	
		Limit of indemnity	Excess
		Limit for a single event	
		Expiry date	Cert provided
	Other specialist business related	Insurer	
	insurance	Policy number	
		Limit of indemnity	Excess
		Limit for a single event	
		Expiry date	Cert provided

	ion Module C3: <b>Business and profession standing</b> nswer these questions. Responses will be taken into account as part of the assessment process		
Q Ref C3-Q1	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?  Please provide details. Responses will be taken into account in assessing the outcome of this prequalification application where the circumstances of the judgement are pertinent to anticipated future projects or services. They will not necessarily constitute a reason for rejection.	Yes	No
C3-Q2	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, then have all claims during the last three years been properly notified in accordance with the suppliers Product Liability Insurance policy requirements and been accepted by insurers?  Please provide details of action and confirmation, with references of the relevant notification and insurer acceptances.		
C3-Q3	Has your company or any of its Directors and Executive Officers been in receipt of enforcement/remedial orders that are still unresolved (such as those in relation to: Environmental Agency or Office of Rail Regulation enforcement), in the last three years?		
	Mandatory reasons for exclusion		
1	Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?		
1(a)	Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/ JHA on the fight against organised crime;		
1(b)	Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		
1(c)	The common law offence of bribery;		
1(d)	Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		

1(e)	Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests	ests as de	fined by
	Article 1 of the Convention on the protection of the financial interests of the European Communities:		
1(e) i	The offence of cheating the Revenue;		
1(e) ii	The offence of conspiracy to defraud;		
_(0)	······································		
1(e) iii	Fraud or theft within the meaning of the Theft Act 1968,the Theft Act (Northern Ireland) Order 1969, the Theft		
1(0) 111	Act 1978 or the Theft (Northern Ireland) Order 1978;		
	The 2010 of the Mote (North Motalita) of the 2010,		
1(e) iv	Fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the		
T(C) IV	Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 1985; article 431 of the		
	Companies (Northern herand) Order 1300 or section 333 or the Companies Act 2000,		
4/ )	Fraudulant avasian within the magning of scotion 170 of the Customs and Evaice Management Act 1070 av		
1(e) v	Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		
	Section 12 of the value Added Tax Act 1994,		
1(0) 11	An offense in connection with toyotion in the European Union within the magning of section 74 of the Oriminal		
1(e) vi	An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal		
	Justice Act 1993;		
4(-) "	Be to dead of the control of the con		
1(e) vii	Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the		
	meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		
47 \			
1(e) viii	Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
1(e) ix	The possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the		
	making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of		
	that Act;		
1 (6)	Any offense listed		
1(f)	Any offence listed—		
1(6):	In position 44 of the Country Tayyayians Ast 2000, or		
1(f) i	In section 41 of the Counter Terrorism Act 2008; or		
4 (0 ''	In Calculate Otto the Advantage the countries determed 19, 19, 19, 19, 19, 19, 19, 19, 19, 19,		
1(f) ii	In Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
1(g)	Any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by		
	questions 1(f)(i) - 1(f)(ii);		
1(h)	Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
4.(*)			
1(i)	An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of		
	the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996		
1(i)	An affance under section A of the Aculum and Immigration (Treatment of Claiments etc.) Act 2004:		
1(j)	An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		

1(k)	An offence under section 59A of the Sexual Offences Act 2003;	
1(l)	An offence under section 71 of the Coroners and Justice Act 2009	
1(m)	An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or	
1(n)	Any other offence within the meaning of Article 57(1) of the Public Contracts Directive—	
1(n) i	As defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or	
1(n) ii	Created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.	
1(0)	Self-cleaning If you have answered 'Yes' to any of the mandatory reasons for exclusion questions, can you please provide a summary of the circumstances and any remedial action that has taken place subsequently and effectively 'self-cleans' the situation referred to.	
1(p)	Non-payment of taxes  Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?  If you have answered Yes to this question, please provide further details. Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?	
	Discrotionary reasons for evolucion	

2	Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	
2(a)	Your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;	
2(b)	Your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;	
2(c)	Your organisation is guilty of grave professional misconduct, which renders its integrity questionable;	
2(d)	Your organisation has entered into agreements with other economic operators aimed at distorting competition;	
2(e)	Your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;	
2(f)	The prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;	
2(g)	Your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;	
2(h)	Your organisation—	
2(h) i	Has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or	
2(h) ii	Has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or	
2(i)	Your organisation has undertaken to	
2(i) i	Unduly influence the decision-making process of a contracting authority, or	
2(i) ii	Obtain confidential information that may confer upon your organisation undue advantages in a procurement procedure; or	
2(j)	Your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	
2(k)	Self-cleaning If you have answered 'Yes' to any of the discretionary reasons for exclusion questions, can you please provide a summary of the circumstances and any remedial action that has taken place subsequently and effectively 'self-cleans' the situation referred to.	

<b>Additional</b>	Bribery Act questions  Have you carried out a risk assessment to consider whether your organisation is at risk of bribery?  If 'yes', please provide details.	Yes	No
	Do you have a bribery prevention policy/procedure in line with the Bribery Act 2010? [(You do not need to do this if		
4	there is no risk of bribery on your behalf)]  If 'yes', please provide details.		
	Have you a procedure for communicating this policy throughout your organisation 'from the top down' and also to others who will perform services for you?  If 'yes', please provide details.		
6	Does your policy/procedure include staff training regarding the requirements of the Bribery Act?  If 'yes', please provide details.		
7	Does your policy/procedure include monitoring and review of bribery risk?  If 'yes', please provide details.		

Legal Work	ring in the UK	Yes	No
8	Has your company or your subcontractors been the subject of court action under the Immigration, Asylum and Nationality Act 2006 (amendment 2008)  If 'yes', please provide details.		
9	Do you make checks to verify all workers are entitled to work in the UK?  If 'yes', please provide details.		
10	Do you have a policy/statement that sets out the steps your organisation has taken during the financial year to ensure that slavery and human trafficking is not taking place in any of your supply chains or in any part of your own business.  If 'yes', please provide details.		

Health and Safety Policy and Capability					
You must pro	ovide all the information in	this section			
Not con's	Fleet Operator	Yes:	No 🖂	Comments:	
1	Recognition Scheme				
	(FORS): Do you hold a				
	FORS accreditation?	Duanta			
Not con's 1.1	Which level have you	Bronze		Silver	Gold
Not con's	achieved?	Yes:	No	Companyanta	
1.2	Do you require all of	163.		Comments:	
	your supply-chain to have the same				
	standard?				
Not con's	If no, what is your policy	Yes:	No	Comments:	
	in ensuring they have			Comments.	
	appropriate safety				
	features and awareness				
	in place?				
Not con's	Do you ensure your	Yes:	No	Comments:	
2	delivery workforce wear				
	full PPE etc?				
Not con's	Will the current	Yes:	No 📉	Comments:	
3	certified lifting				
	certificate be available				
	at the point of delivery				
Not con's	for inspection?	Yes:	No	Comments:	
4	Do you have a Drugs & Alcohol Policy?			Comments:	
Not con's	What preventative	Yes:	No	Comments:	
4.1	measures do you take				
	to ensure your				
	employees do not				
	attend site under the				
	influence of alcohol				
Coro Ouestia	and/or drugs? on Module C4: Health and	Safaty Dalie	ov and Canabil	<b>i</b> +v,	
	ovide all the information in	-	•	ity	
Scoring: PAS	•	ins section	•		
C4-Q1	•	nization me	ets the criteria	a below and you can provide :	supporting evidence, you
	do not need to complete	the followir	ng health and s	afety questions.	
	<ul> <li>You have within t</li> </ul>	he last twel	lve months, su	ccessfully completed a third-	party assessment with a
		_		fety Schemes in Procuremen	
		or equivaler	nt, accredited i	independent third party certi	ficate of compliance with
	BS OHSAS 18001.	Vaar	No	Lancia de la companya	
	Are you claiming	Yes:	No	What is the name of the sch	neme/certificate?
	exemption?  Are you providing a	Yes:	No		
	copy of the certificate?				

Q Ref	Question	Response		
C4-Q3	Are you able to demonstrate that you have a policy and organization for health and safety (H&S) management?			
	You are expected to have and implement an appropriate			
	policy, regularly reviewed and signed off by the Managing			
	Director or equivalent.  The policy must be relevant to the nature and scale of your			
	work and set out the responsibilities for health and safety			
	management at all levels within the organisation			
		Evidence provided?	Yes:	No
C4-Q4	Are you able to demonstrate arrangements/ procedures for ensuring that your H&S measures are effective in			
	reducing/preventing incidents, occupational ill-health and accidents?			
	These should set out the arrangements for health and safety			
	management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under CDM.			
	They should set out how the company will discharge their duties under CDM2015.			
	duties diluci GDM2013.			
	There should be a clear indication of how these arrangements are communicated to the workforce.			
		Fuidanaa muu iidad2	Yes:	No 🦳
		Evidence provided?	163.	
C4-Q5	Do you have access to competent H&S advice/assistance – both general and construction sector related			
	Your organisation, and your employees, must have ready			
	access to competent health and safety advice, preferably			
	from within your own organisation.  The advisor must be able to provide general health and safety			
	advice, and also (from the same source or elsewhere) advice			
	relating to construction health and safety issues.			
		Fuidanaa muu iidad2	Yes:	No 🦳
		Evidence provided?	163.	
C4-Q6	Do you have a policy and process for providing your workforce			
	with training and information appropriate to the type of work for which your organization is likely to bid?			
	You should have in place, and implement, training			
	arrangements to ensure your employees have the skills and understanding necessary to discharge their duties as			
	contractors, designers or Principal Designers.			
	You should have in place a programme for refresher training,			
	for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your			
	employees updated on new developments and changes to			

	legislation or good health and safety practice. This applies throughout the organisation - from Board or equivalent, to trainees.			
		Evidence provided?	Yes:	No
C4-Q7	Does your workforce have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the work for which your organization is likely to bid			
	Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.			
		Evidence provided?	Yes:	No
C4-Q8	Do you check, review and where necessary improve your H&S performance			
	You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis.			
		Evidence provided?	Yes:	No
C4-Q9	Do you have procedures in place to involve your workforce in the planning and implementation of H&S measures			
	You should have, and implement, an established means of consulting with your workforce on health and safety matters.			
		Evidence provided?	Yes:	No

C4-Q10	Do you conduct accident/incident reporting and undertake follow-up investigation			
	You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents, and recording the action taken as a result.			
	You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action.			
		Evidence provided?	Yes:	No
C4-Q11	Do you have arrangements/procedures for ensuring that your suppliers apply H&S measures to a standard appropriate to the work for which they are being engaged?			
	You should have arrangements/procedures in place for appointing competent subcontractors/ consultants.			
	You should be able to demonstrate how you ensure that subcontractors will also have arrangements/procedures for appointing competent subcontractors or consultants.			
	You should have arrangements/procedures for monitoring sub-contractor performance.			
		Evidence provided?	Yes:	No _
C4-Q12	Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?		I	l
	You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements.			
	The identification of health issues is expected to feature prominently in this system.			
		Evidence provided?	Yes:	No _
C4-Q13	Do you have arrangements/procedures for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)			
	You should be able to illustrate how co-operation and co- ordination of your work is achieved in practice, and how you involve the workforce in drawing up method statements/safe systems of work.			
		Evidence provided?	Yes:	No

C4-Q14	Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees  You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.			
		Evidence provided?	Yes:	No _
Designers	Do you have, and implement, arrangements/ procedures for meeting your duties under Regulation 9 of CDM 2015?  You should have, and implement, arrangements/ procedures for meeting your duties under regulation 9 of CDM2015.			
		Evidence provided?	Yes:	No
Principal Designers	Do you have, and implement, arrangements/ procedures for meeting your duties under Regulation 11 of CDM 2015?  You should have, and implement, arrangements/ procedures for meeting your duties under regulation 11 of CDM2015.			
		Evidence provided?	Yes:	No
		Evidence provided?	Yes:	No

	odule O1: Equal opportunity and diversity policy and capability ovide all the information in this section.		
roa mast pro	wide all the hijornation in this section.	Yes	No
Please provide Equality and	de a copy of your Equality and Diversity Policy, signed and dated by the most senior perso Diversity.	n responsi	ble for
01-Q1	As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?  Applies to both public and private procurement.		
	Please provide copies of		
01-Q1-1	Relevant instructions or written statement/evidence of relevant actions  Enclosed?		
01-Q1-2	Relevant guidance or written statement/evidence of relevant actions  Enclosed?		
01-Q1-3	Relevant policies/literature or written statement/evidence of relevant actions  Enclosed?		
01-Q1-4	Evidence of where you believe these policies have made a difference  Enclosed?		
01-Q2	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?		
01-Q3	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?  If 'yes', please provide details.		
01-Q4	In the last three years has your organization been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?  If 'yes', please provide details.		
01-Q5	If the answer to Q3 and/or Q4 is 'yes', what steps did your organisation take as a result of that finding or investigation?  Please provide evidence/details of remedial action.  Enclosed?		
01-Q6	What does your organisation do to ensure that equality and diversity is embedded within your organisation?  Are you enclosing copies of any relevant policies or written statement/evidence of relevant actions?  Enclosed?		
01-Q7	Do you actively promote good practice in terms of eliminating discrimination in all forms through:		
01-Q7-1	Guidance to your employees/suppliers concerned with recruitment, training and promotion?  Please provide copies of any relevant instructions or a statement/evidence of relevant actions.  Enclosed?		
01-Q7-2	Making guidance or policy documents concerning how the organization embeds equality and diversity available to employees/sub-contractors, recognised trade unions or other representative groups of employees?  Please provide copies of any relevant policies/literature or written statement/evidence of relevant actions  Enclosed?		
01-Q7-3	Appropriate recruitment advertisements or other literature.		
	Please provide copies of any relevant policies/literature or written statement/evidence of relevant actions.  Enclosed?		

Question Mo	odule O2: Environmental management policy and capability		
You must pro	ovide all the information in this section.		
	Yes No		
1	Has the Environment Agency or any local authority taken any enforcement action against you in the last five years?		
	If 'yes', please provide details.		
	/ 50 / 1/2000 1/2000 1/2000		
2	Do you have a specific procedure for any complaints regarding environmental issues?		
	bo you have a specific procedure for any complaints regarding sittle international issues.		
Not con's	If you have answered yes, please provide details. Enclosed?		
3	Do you have a programme or action plan in place to develop the sustainability competence of your business and		
	your supply chain? (Please note the term sustainability includes carbon, environmental management, waste, water, materials, biodiversity, community, ethics and procurement)		
	water, materials, brouversity, community, ethics and productivenity		
	If 'yes, please describe your programme of work or action plan to develop sustainability competence across your		
	business and down your supply chain.		
	Development and another in place to prove that you and to be a been used with a sortific out		
6	Do you have a policy and systems in place to prove that your products have been made with constituent materials that have been responsibly sourced? (In the UK, evidence may include attainment of BES 6001 or		
6	equivalent)		
	If yes, please provide details		
Not con's			
7	Does your company measure the quantity of carbon emission it produces?		
	and the same of th	Ш	
Not con's			
8	Do you have a carbon emission reduction programme and targets in place?		
			Ш
Not con's			
9	Do you have suitable arrangements in place to minimise your company's fuel consumption?		
Not con's			
NOT COILS			
10	Can you confirm that all timber products purchased, which have either temporary or permanent inclusion in the		
Not con's	works on our Buyers sites shall be certified as legally and sustainable sourced, as defined by the UK Government	Ш	Ш
	Central Point of Expertise on Timber (CPET)?		
11	Can you state that you require responsibly-sourced and sustainable timber produces, even when you know your supplier carries other certified timber products?		
Not con's	supplier carries other certified utiliber products?		

12	Can you state that you will require certification to go with the timber or timber product?		
Not con's			
13	Do you get a copy of suppliers Chain of Custody certificate and check scope and validity?		
Not con's			
14	Do you hold Grown in Britain certification?		
Not con's	If yes, please provide copy Enclosed?		
15	Are you compliant with a recognised responsible sourcing scheme (e.g. BES 60012), certified by a third party?		
Not con's	If yes, please provide copy Enclosed?		
16	Do you hold membership and actively participate in either the Ethical Trading Initiative (ETI Stone Group), the TF	7	
Not con's	Responsible Stone Progam or the United Nations Global Compact?		
	If yes, please provide copy Enclosed?		
02-Q1	<b>Exemption:</b> The questions in this module need not be completed if your organisation hold	ds a UKAS	(or
	equivalent) accredited independent third party certificate of compliance with BS EN ISO 14	<b>4001</b> or a	valid
	EMAS certificate and can provide the supporting evidence requested.		
	Are you claiming exemption?  Yes:  No  No		
	Are you providing a copy of the certificate?		
02-Q2	Do you have a documented policy and organisation for the management of construction-related		
	environmental issues?		ш
	If 'yes', please provide evidence that you or your organisation has an environmental management policy authorized by the Chief Executive or equivalent and regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organisation.		
	Enclosed?		
02-Q3	Do you have documented arrangements for ensuring that your environmental management procedures are		
	effective in reducing/preventing significant impacts on the environment?	ш	
	If 'yes', please provide evidence that your organization's environmental policy implementation plan provides information as to how the company aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce, in relation to environmental matters including:		
	<ul> <li>Sustainable materials procurement;</li> <li>Waste management;</li> <li>Energy management</li> </ul>		
	This should include the arrangements for responding to, monitoring and recording environmental incidents		
	and emergencies and complaints.  Enclosed?	$_{H}$	
02-Q4	Do you have arrangements for providing employees who will engage in construction with training and information on construction-related environmental issues?		
	If 'yes', please provide evidence that your organization has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various		

	duties. This should include a programme of refresher training that will keep the workforce updated on relevant legal requirements and good environmental management practice.  Enclosed?	
02-Q5	Do you check, review and where necessary improve your environmental management performance?  If 'yes', please provide evidence that your organisation has a system for monitoring environmental	
	management procedures on an ongoing basis and for updating them at periodic intervals.  Enclosed?	
02-Q6	Do you have arrangements for ensuring that any suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged?	
	If 'yes', please provide evidence that your organization has procedures for monitoring suppliers' environmental management arrangements and ensuring that environmental performance appropriate for the activity to be undertaken is delivered throughout the whole of your organization's supply chain.  Enclosed?	

Question Mo	odule O3: Quality management policy and capability		
You must pro	ovide all the information in this section.		
00.04			
03-Q1	<b>Exemption:</b> The questions in this module need not be completed if your organisation he		-
	equivalent) accredited independent third party certificate of compliance with BS EN ISO	<b>9001</b> from	n an
	organisation with a related UKAS accreditation, or equivalent		
	Are you claiming Yes: No No		
	exemption?		
	Are you providing a copy of Yes: No No		
	the certificate?		
03-Q2	Do you have a policy and organisation for quality management?		
	Miles de la companie de de de la companie de de la companie de la	$\vdash$	H
	If 'yes', please provide details.		
03-Q3	Do you have arrangements for ensuring that your quality management, including the quality of		
	construction output and general performance, is effective in reducing/preventing incidents of sub-		
	standard delivery?		
	If 'yes', please provide details.		
03-Q4	Do you have arrangements for providing your workforce with quality-related training and information		
00 Q+	appropriate to the type of work for which your organisation is likely to bid?		
	appropriate to the type of work for which your organisation to many to bid.		
	If 'yes', please provide details. Enclosed?		
03-Q5	Do you have procedures for periodically reviewing, correcting and improving quality performance?		
	If 'yes', please provide details. Enclosed?		Ш
	ii yes , piease provide details.		
03-Q6	Do you have arrangements for ensuring that your own suppliers apply quality management measures that		ᅮ
	are appropriate to the work for which they are being engaged?		
	If 'yes', please provide details.		
	Do you comply with the Construction Products Regulations (CE Marking)		
Material	Do you comply with the constitution in routies regulations (or marking)		
Suppliers			
only			
Offity			
7			
D.4 - 4 - 1 - 1	If you are an 'importer', do you check that a manufacturer outside the EU has undertaken the necessary		
Material	steps, including obtaining documentation?		Ш
Suppliers			
only			
8			
	If you are a 'distributor', do you check the presence of CE marking and the necessary documents (FPC		
Material	Certificates and Welding Certificates)?		
Suppliers			
only			

# **Reference Form**

Supplier name:

To enable your referees to complete this reference form you will need to select the work categories you would like to be registered for. For each of the work categories you choose, two references will be required. To view a list of the work categories and to download more reference forms, please visit the 'Suppliers' section of our website: www.constructionline.co.uk/static/suppliers.

Hints and tips on how to complete this form can be found overleaf.

telephone number or email address in the box below.

Reference completed by:

Position in organisation:

Your name:

Signature:
Phone number:

Category of work: Please refer to the Constructionline work category list by visiting the 'Resources' page within the 'Suppliers' section of our website at <a href="https://www.constructionline.co.uk/static/suppliers">www.constructionline.co.uk/static/suppliers</a> - then pick your selected category titles as per the example below.	Value: The value of the contract/fee paid for works or materials supplied.	Date contract was completed:
For example: Building (Design & Construct)	£ Amount highest value refs available	Month/Year
Did the supplier do the job well? (Yes/No) Will you consider using this supplier for future co	antraats?	
(Yes/No)		
Other comments: (please use a separate sheet if necess	ary)	

Date:

Organisation:

Email address:

Once completed, log in to Constructionline and add/update the category within your profile dashboard. <u>Please Note:</u> Constructionline can no longer accept paper based or manually emailed forms.

# **Hints and Tips: References**

### Why are references important?

We collect and verify each and every reference you provide us when registering for our work categories. This gives our buyers confidence when searching for suppliers on Constructionline, knowing that you are competent in the work categories that you're listed for.

Also, Constructionline will use the value of work from a reference when carrying out the financial assessment of your profile (category value). Therefore, it is recommended that the references you provide are for high value contracts completed in the last three years.

### When selecting a supplier, references give buyers:

- Re-assurance that your previous customers would use you again.
- Peace of mind that you are competent in the areas that you wish to work.
- Confidence that you are able to cope with the value of contract.

# For new applications, we suggest:

We say start small. Select just one category to begin with, and then you'll just need to provide two references to get up and running. Go to <a href="www.constructionline.co.uk/static/suppliers">www.constructionline.co.uk/static/suppliers</a> and visit the 'Resources' page where you can download more reference forms and view our full list of contractor, consultant and material supplier work categories. Please remember: You can add further work categories to your profile at a later date.

- Don't forget to review your work categories on a regular basis.
- There may be other categories you can register for at no additional cost.
- You need to send two reference forms for each work category you select.

## We recommend that you collect references on a regular basis

It's worth getting into the habit of requesting a reference every time you complete a contract. When registering for our work categories, we require you to provide references dated within the past three years, so it's important to ensure that you keep a record of your most recent contracts.

- References are easier to obtain shortly after a contract has been completed, rather than months or years down the line.
- References can help you add more work categories to your Constructionline record helping to increase your chances of winning more work, as you'll appear in more buyers' searches.
- You may be able to increase your category level with higher value references and strong accounts.

#### \*Work Categories – top 50

Please tick which work category you wish to apply for (other categories are available). Please note that some categories require licences, accreditations or professional body memberships. Please make sure you have uploaded the appropriate licences and accreditations, or given us details of association membership where appropriate.

Category	✓		Uploaded? ✓
Building (General)			
Building Refurbishment Over 15K			
Building Repairs And Improvements (Max Notation £15K)			
Building (Design & Construct)			
Painting & Decorating (General)			
Joinery			
Doors			
Windows (Pvcu)			
Glazing			
Roofing			
Tiling (Wall)			
Brick And Blockwork			
Plumbing			
Flooring (General)			
Demolition Work			
Scaffolding			
Asbestos Removal / Treatment **		HSE licence	
Site Clearance			
Civil Engineering			
Road Construction			
Asphalt Surfacing			
Bridge (Strengthening And Refurbishment)			
Road Maintenance (Minor Works)			
Drainage (Land)			
Landscaping			
Fencing			
Electrical Installation & Maintenance / Services **		ECA, NAPIT, SELECT, NICEIC	
Internal Electrical Installations **		ECA, NAPIT, SELECT, NICEIC	
External Electrical Installations **		ECA, NAPIT, or SELECT	
Electrical Services **		ECA, NAPIT, SELECT, NICEIC	
Fire Alarm Systems **		ECA, NAPIT, SELECT, National Security	
		Inspectorate (NSI Fire Gold or Silver),	
		Warrington Fire, SSAIB or BRE	
Street Lighting **		ECA, NAPIT, SELECT, NICEIC	1
Closed Circuit TV Systems **		ECA, NAPIT, SELECT, National Security	†
•		Inspectorate (NSI NACOSS Gold or NSI Systems	
		Silver) or SSAIB	
Portable Appliance Testing **		ECA, NAPIT, SELECT, NICEIC	

Mechanical Services Installation				
Heating (Central - Gas) Installation **	Gas Safe Certificate			
Gas Installations **	Gas Safe Certificate			
Air Conditioning				
Cleaning (Office)				
Facilities Management				
Consultant Work Categories				
Architecture **	ARB, RIBA, CIAT			
Building Surveying **	RICS, CIOB, ICES			
Building Services Engineering **	CIBSE, IMECHE, IET			
Civil & Structural Engineering **	ICE, ISTRUCTE			
Electrical Installations **	CIBSE, IMECHE, IET			
Quantity Surveying **	RICS, ICES			
Health & Safety / CDM Coordinator **	APS			
Project Management **	APM, RICS			
Asbestos Surveys **	RICS, UKAS			
Central Heating **	CIBSE, IMECHE, IET	CIBSE, IMECHE, IET		

#### Appendix 1

The financial appraisal of your accounts will be calculated using the formula below:

Our notation formula has been developed over a period of years by key buyers, industry leaders and government bodies. The formula looks at a supplier's financial ability and established track record for successfully delivering contracts in each category to a certain value.

The notation is based on the original criteria agreed with buyer and supplier working groups; and is calculated as the lowest of three calculations that bring together:

- the last reported annual turnover,
- net assets and
- the average value of references used for all work categories. For each work category, the highest value of the references we have obtained for that category is used.

Finance Factor					
Turnover divided by 3	1,000,000				
		3 333,333			
Net assets multiplied by 5	150,000				
	<u>750,000</u>				
Average sum of above	1,083,333	= 541,667			
Deference Foster					
Reference Factor					
Sustained proof of service or product					
multiplied by reference factor	200,000				
	2	= 400,000			
Provisional notation finance and			= 470,833	_	
reference factors averaged		941,669			
<del>-</del>		0.1,000			
The finance and reference factor average					
is then compared to:					
Defense de deserve					1
Reference factor cap					Lowest of
Highest average reference increased by 25%		400,000	= 500,000		these three
25%		100,000	- 500,000		figures
		100,000			
Turnover cap					
· amovor sup					
Turnover per accounts reduced by 25%		1,000,000	= 750,000	J	
		250,000			

<sup>\*</sup>In recognition of the variation in the frequency of work and likely contract values, a reference factor will be allocated to each work category which enables different specialisms to be compared on a like for like basis. The highest multiple is 3 and will change according to product and service.