# annex 4:

# ORGANISATIONAL INFORMATION questionnaire

Please note (\*) marks a fail/pass question:

* not providing any information for any of these questions represents an automatic ineligibility for your organisation to be awarded the contract.
* explanations on why information cannot be provided is acceptable.

# 1 - Basic Details of your organisation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.1 | Name of the organisation submitting the Proposal (\*): |  | | | |
| 1.2 | Registered address: |  | | | |
| 1.3 | Website: |  | | | |
| 1.4 | Contact name for enquiries about this Call for Proposals: |  | | | |
| 1.5 | Telephone number: |  | | | |
| 1.6 | E-mail address: |  | | | |
| 1.7 | Address of the branch/office managing this contract, if different from the above: |  | | | |
| 1.8 | Company / organisation registration number and body of registration (\*): |  | | | |
| 1.9 | Date of Registration (\*): |  | | | |
| 1.10 | VAT Registration number (if applicable): |  | | | |
| 1.11 | Is your organisation (\*):  (Please tick the relevant option) | i) a public limited company | | |  |
| ii) a limited company[[1]](#footnote-2) | | |  |
| iii) a partnership[[2]](#footnote-3) | | |  |
| iv) a sole trader[[3]](#footnote-4) | | |  |
| v) other (please specify) : | | |  |
| 1.12 | Name of (ultimate) parent company (if applicable): |  | | | |
| Years since parent company / organisation founded (if applicable): |  | | | |
| Company / organisation registration number of parent company and body of registration (if applicable): |  | | | |
| 1.13 | Insurance type (\*): | Do you have this cover? | | Value insured up to: | |
| Public liability | Yes  / No | |  | |
| Employer’s liability | Yes  / No | |  | |
| Professional indemnity | Yes  / No | |  | |
| 1.14 | What are the main business activities of your organisation? | | | | |
|  | | | | |
| 1.15 | How many staff does your organisation have? | |  | | |
| 1.16 | Please state your current running capacity (in %) and the potential impact the Services on the running capacity (in %) | |  | | |

# 2 – financial information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2.1 | What was your turnover / revenue in the last three years? (\*) | ended --/--/---- | | ended --/--/---- | | ended --/--/---- |
|  | |  | |  |
| £ for year 1 | | £ for year 2 | | £ for year 3 |
|  | |  | |  |
| 2.2 | Please provide the % of your annual turnover / revenue that is represented by your three largest customers / Donors | Customer/Donor 1 | | Customer/Donor 2 | | Customer/Donor 3 |
|  | |  | |  |
| 2.3 | Has your organisation met the terms of its financial facilities and loan agreements (if any) during the last 12 months? | | | | | Yes  / No |
| 2.4 | If “No” what were the reasons, and what has been done to put things right? | | | | | |
|  | | | | | |
| 2.5 | Has your organisation met all its obligations to pay its creditors and staff during the past year? | | | | | Yes  / No |
| 2.6 | If “No” please explain why not: | | | | | |
|  | | | | | |
| 2.7 | What is the name and branch of the bank account to which this contract will be paid? | | | | | |
| Name: | | Branch Address: | | | |
|  | |  | | | |
| 2.8 | Please provide copy(ies) of at least one of the following documents (\*): | | | | Has this been attached to your submission? | |
| 1. Copies of your last two most recent audited accounts   or   1. A statement of your turnover, profit & loss account and cash flow of your last two most recent years of trading/activity (if your accounts are not audited)   or   1. A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position (if a. & b. are not available) | | | | Yes  / No | |
| If you cannot provide any of the above, please explain why not. | | | | | |
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 Please provide any additional comments (optional):

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# 3– Policies and procedures

All policies marked with an asterisk (\*) must be attached to this Pre-Qualification Questionnaire. Applications might not be considered if these are not submitted.

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| --- | --- | --- |
| **Safeguarding** | | |
| 3.1 | Does your organisation have a Safeguarding Policy and Procedures?  NB: If suppliers will be working directly or indirectly with vulnerable groups, have access to images or data relating to vulnerable groups that are not in the public domain the supplier will be required to have appropriate safeguarding checks. | Yes  No |
| **Anti-Terrorism financing** | | |
| 3.2 | Do you have policies and procedures in place to address international financing restrictions (e.g., international sanctions, proscriptions)? | Yes  / No |
| **Anti-Bribery and Corruption** | | |
| 3.3 | Does your organisation have an anti-bribery and corruption policy or statement? | Yes  / No |
| **Ethical Standards** | | |
| 3.4 | Does your organisation have a code of ethics or similar? | Yes  / No |
| **Human Trafficking and Modern Slavery** | | |
| 3.5 | Does your organisation have a Human Trafficking and Modern Slavery Policy or equivalent? | Yes  / No |
| **Environmental Management** | | |
| 3.6 | Does your organisation have an environmental policy or statement of principles in place to address the environmental impact of your organisation? | Yes  / No |
| **Data Protection** | | |
| 3.7 | Does your organisation have a data protection policy? | Yes  / No |
| **[Add any other policy relevant to the Services]** | | |
| 3.8 | Does your organization have a [relevant policy] | Yes  / No |
| **[Add any other policy relevant to the Services]** | | |
| 3.9 | Does your organization have a [relevant policy] | Yes  / No |

If you have answered ‘No’ to any of the questions above, please explain why

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Please provide any additional comments (optional):

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# 4 – past performance and references

Please provide details of three previous contracts awarded to your organisation that demonstrate evidence of your technical ability relevant to this Call for Proposals.

| **Contract   A (\*)** | | |
| --- | --- | --- |
| A1 | Customer name: |  |
| A2 | Contact person, email address, and phone number: |  |
| A3 | Contract start date and completion date: |  |
| A4 | Contract value (including currency): |  |
| A5 | Brief description of the services provided (max 150 words) including evidence of technical capacity in relation to this Call for Proposals: | |
|  | |

| **Contract   B (\*)** | | |
| --- | --- | --- |
| B1 | Customer name: |  |
| B2 | Contact person, email address, and phone number: |  |
| B3 | Contract start date and completion date: |  |
| B4 | Contract value (including currency): |  |
| B5 | Brief description of the services provided (max 150 words) including evidence of technical capacity in relation to this Call for Proposals: | |
|  | |

| **Contract   C (\*)** | | |
| --- | --- | --- |
| C1 | Customer name: |  |
| C2 | Contact person, email address, and phone number: |  |
| C3 | Contract start date and completion date: |  |
| C4 | Contract value (including currency): |  |
| C5 | Brief description of the services provided (max 150 words) including evidence of technical capacity in relation to this Call for Proposals: | |
|  | |

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| --- | --- |
| Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority? | Yes / No |
| If answered ‘Yes’ above, please give details: | |
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If you could not provide three references, please explain why

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Please provide any additional comments (optional):

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1. <https://www.gov.uk/limited-company-formation> [↑](#footnote-ref-2)
2. <https://www.gov.uk/set-up-business-partnership> [↑](#footnote-ref-3)
3. <https://www.gov.uk/set-up-sole-trader> [↑](#footnote-ref-4)