

**Prequalification Questionnaire**

Section A

Company Information



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*Story Contracting is proud of its values and this is reflected in its policies, procedures and attitude. It is important for these values to be shared by our suppliers ensuring these values are embedded in our organisation including our supply chain.*

Please complete all sections of this document and return it to:

STORY CONTRACTING LIMITED

Burgh Road Industrial Estate, Carlisle, Cumbria CA2 7NA

t: 07834 739543

e: nick.hughes@storycontracting.com

wherever possible, please submit this questionnaire by email.

Failure to complete all fields within this questionnaire **together with any requested documentary evidence** will result in an automatic rejection. If you require any help in completing the fields, please contact Nick Hughes.

A1 Company Details

Please kindly complete the below details and provide any requested documentation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name** |  | | | |
| **Registered Office Address** |  | | | |
|  | | | |
|  | | | |
|  | | | |
| **Website Address** |  | | | |
| **Company Registration Number** |  | **Date of Registration** |  | |
| **VAT Registration Number** |  | | | |
| **Charity Registration Number (if applicable)** |  | | | |
| **Name of Parent Company (if applicable)** |  | **Associate/Subsidiary Companies** |  | |
| **Type of Organisation** | **Sole Trader**  **Private Limited Company** | | **Partnership**  **Public Limited Company** | |
| **If a Limited Company are you a PSC (Personal Service Company)** | **Yes** | | **No** | |
| *A limited company which has been set up to provide the services of a single contractor, who is usually the sole shareholder and company director of the business* | | | | |
| **If you have answered ‘Sole Trader’ please provide your National Insurance Number** |  | | | |
| **CIS Registered** | **Yes** | **No** | **If Yes, known Status** |  |
| **UTR Number (Unique Tax Reference)** |  | | | |
| **Self-Billing** | **Yes** | | **No** | |
| **Is your company a classified as a SME** | **Yes** | | **No** | |
| *Small business as employing less than 50 people and a turnover under £6.5 million*  *Medium business as less than 250 employees and a turnover under £25.9 million.* | | | | |

**Scope of Goods/Works and Services**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Organisation** | | | **Supplier**  **Sub-Contractor** | **Labour Only (Agency)**  **Professional Service/Consultant** | |
| **Rail** | **Non-Rail** | |
| **Please select appropriate works, service of works that you can provide and are insured for**  **Please add any that may not be listed.** | | | | | |
| **LABOUR** | **PLANT** | **MATERIALS** | **SUBCONTRACT** | **SPECIALIST** | **Miscellaneous** |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  | Choose an item. |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  | Choose an item. |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  | Choose an item. |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  | Choose an item. |
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| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  | Choose an item. |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |
|  |  | Choose an item. |  |  |  |
|  |  | Choose an item. |  |  |  |

**Geographical Coverage**

|  |  |
| --- | --- |
| **National**  Scotland  North West  North East | Midlands  Wales  South East  South West |

**Key Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Operations** | | | |
| **Contact Name** |  | **Position** |  |
| **Telephone Number** |  | **Mobile** |  |
| **E-mail Address** |  | **Location** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sales** | | | |
| **Contact Name** |  | **Position** |  |
| **Telephone Number** |  | **Mobile** |  |
| **E-mail Address** |  | **Location** |  |

**Branch Addresses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Brach Name** |  | **Telephone Number** |  |
| **Branch Manager** |  | **Email Address** |  |
| **Address** |  | | |

*Please attach if more are available*

A2 Financial

**Financial Details**

|  |  |
| --- | --- |
| **Current No of Employees** |  |
| **Previous Financial Year Turnover** |  |
| **Dun and Bradstreet (D.U.N.S) Number**  **(if known)** |  |

**Bank Details**

|  |  |  |
| --- | --- | --- |
| **Bank Name** |  | |
| **Branch Address** |  | |
| **Account Name** |  | |
| **Sort Code** |  | |
| **Account Number** |  | |
| **Are you able to accept payment by Card** | **Yes** | **No** |
| **If you bank details change you must provide bank detail changes as soon as possible on headed paper signed by a director and sent to supplychain@storycontracting.com** | | |

**Story Contracting Payment Terms -** Supplier invoices 30 days from invoice month end. Subcontractor payments made to the Fair Payments Charter payment standard of 28 days from application. Payment terms may be changed if agreed by Story Contracting prior to invoice.

**Accounts Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Name** |  | **Position** |  |
| **Telephone Number** |  | **Mobile** |  |
| **E-mail Address** |  | **Location** |  |

**E-Invoicing**

|  |  |  |
| --- | --- | --- |
| **Does your company provide invoices via E-Invoicing software?** | **Yes** | **No** |
| *If Yes, what software/system do you use* |  |  |

|  |  |  |
| --- | --- | --- |
| **Do you have current arrangements for checking the financial stability of your supply chain?** | **Yes** | **No** |
| *Information required – Evidence that your organisation has arrangements for monitoring and checking supplier’s financial stability* | | |

A3 Insurances

Please provide evidence of your organisation’s current insurance levels, along with copies of certificates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Insurance Provider** | **Expiry Date** | **Liability Value** | **Cert Attached** |
| Employers Liability |  |  |  | **Yes** |
| **Public Liability** |  |  |  | **Yes** |
| **Product Liability** |  |  |  | **Yes** |
| **Professional Indemnity** |  |  |  | **Yes** |
| **Contract Works** |  |  |  | **Yes** |

A4 Equality, Diversity and Professional Conduct

Please provide all answers with a  in the YES or NO box and either reference to supporting evidence, or and/or commentary in the box.

|  |  |  |  |
| --- | --- | --- | --- |
| **A4.1** | **Does your organisation currently have an ‘Equal Opportunities’ Policy?** | **Yes** | **No** |
| *Example of supporting evidence – provide copies of any relevant policies or written statement/evidence of relevant actions* | | | |
| **A4.2** | **Do you have current arrangements for ensuring that your Supply Chain adopts Equal Opportunities within their business practices?** | **Yes** | **No** |
| *Example of supporting evidence – provide copies of any relevant policies or written statement/evidence of relevant actions* | | | |
|  | | | |
| **A4.3** | **As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?** | **Yes** | **No** |
| *Example of supporting evidence – relevant instructions or written statement/evidence of relevant actions, policies or literature* | | | |
| **A4.4** | **Does your organisation operate appropriate arrangements to ensure that equality and diversity is embedded within your organisation?** | **Yes** | **No** |
| *Example of supporting evidence – provide copies of any relevant policies or written statement/evidence of relevant actions* | | | |
| **A4.5** | **Do you provide equality training to your workforce, to help prevent discrimination, harassment and victimisation in your organisation?** | **Yes** | **No** |
| *Example of supporting evidence – provide copies of any relevant policies or written statement/evidence of relevant actions* | | | |
| **A4.6** | **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?** | **Yes** | **No** |
| *Example of supporting evidence – provide copies of any relevant policies or written statement/evidence of relevant actions* | | | |
|  | | | |
| **A4.7** | **Has your organisation signed up to the Living Wage Foundation?** | **Yes** | **No** |
| *Information required – Relevant instructions or written statement/evidence of relevant actions, policies or literature* | | | |
| **A4.8** | **Has your organisation ever been found to be in breach of the National Minimum Wage Act 1998?** | **Yes** | **No** |
| *Example of supporting evidence – details of any findings* | | | |
|  | | | |
| **A4.9** | **Does your organisation currently have an ‘Anti-Bribery and Corruption Policy?** | **Yes** | **No** |
| *Example of supporting evidence – relevant instructions or written statement/evidence of relevant actions, policies or literature* | | | |
| **If NO, do you agree to comply with Story Contracting’s Anti Bribery Policy** | | **Yes** | **No** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A4.10** | **Does your organisation currently have an ‘Anti-Slavery’ or ‘Anti-Trafficking’ Policy?** | | | | **Yes** | **No** |
| *Example of supporting evidence – relevant instructions or written statement/evidence of relevant actions, policies or literature* | | | | | | |
| **A4.11** | **If No, what do you have in place or what plans do you have, to combat Modern Slavery?** | | | | | |
| *Example of supporting evidence – relevant instructions or written statement/evidence of relevant actions, policies or literature* | | | | | | |
| **A4.12** | **Do you purchase raw materials, products from the following countries** | | | | | |
| ***India*** | | ***China*** | ***Pakistan*** | ***South Africa*** | ***Middle East*** | |
| **A4.13** | ***If YES, how do you monitor and ensure that your supply chain is free from Slavery?*** | | | | | |
| *Example of supporting evidence – relevant instructions or written statement/evidence of relevant actions, policies or literature* | | | | | | |
| **A4.14** | **Do you have procedures in place to protect the rights of individuals including the how you handle subject access requests and requests for deletion of personal data.? If No, what measures do you have in place?** | | | | **Yes** | **No** |
| *Example of supporting evidence – relevant instructions or written statement/evidence of relevant actions, policies or literature* | | | | | | |
| **A4.15** | **Do you provide data protection training?** | | | | **Yes** | **No** |
| **A4.16** | **Do you ensure your subcontractors & suppliers have similar data protection measures** | | | | **Yes** | **No** |

A5 Business Standing

Please provide all answers with a  in the YES or NO box and either attached supporting evidence, or commentary in the box

|  |  |  |  |
| --- | --- | --- | --- |
| **A5.1** | **Has your organisation or any of its Directors and/or Executive Officers been the subject of criminal or civil court action (including bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them?** | **Yes** | **No** |
| *Information required – Details of any such action* | | | |
| **A5.2** | **If your organisation 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?** | **Yes** | **No** |
| *Information required – Details of any such action, insurance requirements where relevant, and confirmation, with references, of relevant insurance notification and insurer acceptance* | | | |
| **A5.3** | **Has your organisation or any of its Directors and/or Executive Officers been in receipt of enforcement/remedial orders (such as those in relation to the Health and Safety Executive, Environment Agency, or Office of Rail Regulation enforcement)?** | **Yes** | **No** |
| *Information required - Details, including the status of the action required* | | | |
| **A5.4** | **Has your organisation ever been subject to any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?** | **Yes** | **No** |
| *Information required - Details, including the status of the action required* | | | |
| **A5.5** | **Has your organisation company or any of its Directors and/or Executive Officers had any contract terminated early for reasons of significant or persistent poor performance, or has the applicant had claims for damages or other action taken against it in relation to significant or poor performance under such a contract?** | **Yes** | **No** |
| *Information required – Details, including the status of the action required* | | | |

A6 Declaration

|  |
| --- |
| **Story Contracting is responsible for ensuring personal data collected is in line with GDPR (General Data Protection Regulations).** |
| By signing the below declaration, you understand and agree that data provided in this document may be shared internally within Story Contracting Limited including members of the Operations, HSEQ and Commercial Teams. Story Contracting will share this data with a Third Parties to obtain credit checks. |

|  |  |  |  |
| --- | --- | --- | --- |
| I certify that all the information completed and provided in the prequalification questionnaire is correct and accurate | | | |
| **Signed** |  | **Date** |  |
| **Full Name** |  | **Position** |  |
| **Contact Number** |  | **Email Address** |  |

Failure to complete all fields within this questionnaire **together with any requested documentary evidence** will result in an automatic rejection. Story Contracting reserves the right to reject any supplier.