

SANDYCROFT CONSTRUCTION LIMITED

PRE-QUALIFICATION QUESTIONNAIRE



The information on the PQQ will enable Sandycroft to access each contractor, technical, organisational and commercial capabilities. Please include any additional information that you deem relevant to your Pre-Qualification.

COMPANY DETAILS		
Company Name		
Correspondence address		
Address of registered offices (if different from the above)		
Contact Name		
Position in Company		
Signature		Date
Telephone Number		
Fax Number		
Email address		
Website Address		
Company Registration Number		
Date of Registration		
VAT Registration Number		

HEALTH AND SAFETY				
Person responsible for Health and Safety within the organisation				
Provide details of their health and safety qualifications, if any				
Is this person		An employee of the company?		An external consultant?
Briefly describe your procedures for reporting and investigating accidents				
Please provide figures for accidents in the last three years		Fatal	Major Injury or 'over three days'	Non-reportable
Year Ending:				
Year Ending:				
Year Ending:				
Please give details of any enforcement notices or prosecutions the HSE or local authority has served on your company in the past three years				
If your company employs any sub-contractors or sub-contractors please give details of how you ensure their competence				
INSURANCES				
EMPLOYERS LIABILITY	Insurer			
	Policy Number			
	Expiry Date			
	Limit of Indemnity			
PUBLIC LIABILITY	Insurer			
	Policy Number			
	Expiry Date			
	Limit of Indemnity			
IMPORTANT	Please enclose copies of your insurance certificates			

FINANCIAL

IMPORTANT

Taxation Details.
Where relevant provide details of:
Unique Tax Reference (UTR) and
National Insurance Number

Company Registration Number

Provide details of your banker

Turnover: Last 2 years

REFERENCES

Provide three contacts below from whom we may elect to contact for a reference

Customer Name, Address	Contact Number/email Address	Details of Work Completed

BUSINESS CAPABILITY

Describe what works your company carries out on a day to day basis

Are you a member of any trade organisations or Constructionline/CHAS – please provide details and enclose evidence

How many staff does your company employ (excluding administrative staff)

Does your company have Environmental systems in place: i.e., ISO14001

YES/NO

Does your company have Quality management systems in place? i.e. ISO9000

YES/NO

CRIMINAL RECORD BUREAU

Note: It is essential that any individual working on premises maintained by Sandycroft are satisfactorily 'CRB checked'. Please give names below of all staff who have been checked - copies of the CRB Disclosure Certificate(s) should be enclosed with the questionnaire.

ADDITIONAL COMMENTS

Please state below any additional comments or give us any other information about you company which you feel is relevant.

Note: Where information cannot be written within the text boxes above, please supply on a separate page.

FOR OFFICE USE ONLY.

Approved by (Print):

Signature:

Position:

Date:

Return Address: