

Sub-Contractor Pre-Qualification Questionnaire



Coniston are committed to providing a quality service to its clients. As such Coniston ask of our all sub-contractors to complete a pre-qualification questionnaire. Those sub-contractors that meet the required standard set down in this questionnaire will be added to Conistons sub-contractor approved list.

Sub-contractors who are on the approved list are in no way guaranteed work with Coniston, however, every effort will be made to ensure that all sub-contractors on the approved list are given the opportunity of working with us.

By completing and signing this form, all sub-contractors agree to work within the remits laid down by Coniston and carry out their work to the highest quality. In addition, this questionnaire is an agreement by the sub-contractor to be evaluated by either a Contracts Manager, Quantity Surveyor or Director (or all) at the completion of every project. Sub contractors should be aware that this evaluation will score the sub-contractors performance and the results will be recorded. Any sub-contractor who is considered by the listed members of staff to have performed badly on two or more occasions in any twelve-month period, will be removed from the approved list and no longer employed to work for Coniston.

Any queries on how to complete this form or its contents should be directed to:

Dawn Exton
01322 223231 or dexton@conistonltd.co.uk

Electronic versions of the questionnaire are available on request, and can be returned via e-mail. Hard copies of the questionnaire should be returned to:

Dawn Exton
Marketing Assistant
Coniston Limited
298 Lowfield Street
Dartford
Kent DA1 1LH

Please do not scan this questionnaire in order to complete electronically, please request an electronic copy and use the appropriate form to avoid formatting problems and therefore potential errors. Please note when completing the form electronically that users should tab between boxes as pressing "enter" will only take them to the next line. Some boxes have limits to the number of characters allowed.

Sub-contractors will be required to update their information annually. This will not necessitate completing another questionnaire, but simply amending or updating any information that has changed during the twelve-month period.

Please complete all sections of this questionnaire.

Q1.

Company Name	
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Q2.

Company Address	
Postcode	

Q3.

Phone Number(s)	
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Q4.

Fax Number(s)	
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Q5.

E-mail Address(s)	
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Q6.

Web Address	
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Q7.

Company Registration No.	
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Q8.

Company Trading Status eg ltd, plc etc	
Unique Tax Reference (UTR) number?	

Q9.

Contact Details of person submitting questionnaire	
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Q10

Please give specific details of the services / products the	
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company provides	
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Q11.

Please list all Directors and Partners involved with the Company	
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Q12.

How many employees work for the Company?	
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Q13.

Have any of the companies Directors, Partners or Secretaries been involved with any company, which has been liquidated or gone into receivership?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes please give details	
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Q14.

Please list all company accreditations or memberships e.g. Constructionline, CHAS, Gas Safe Register etc	
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Q15.

What is the maximum file size that your e-mail system is able to accept?	
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Finance and Resources

Q16.

Please complete this section showing the company's turnover for the past two financial year endings.	Year Ending £	Year Ending £
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Q17.

Have any of the company's Directors or partners ever been convicted, cautioned, summonsed or charged with a criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes please give details, including relevant dates, actions and consequences	
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Q18.

Has the company ever had/been involved with industrial disputes, stoppages or Union action?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes please give details, including relevant dates, actions and consequences	
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Q19.

Has the Company ever had a contract terminated or withdrawn? Terminated Withdrawn	Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/>
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If yes please give details, including relevant dates, actions and consequences	
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Q20.

Contract Value the company would be willing to undertake	Min £	Max £
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Q21.

<p>Please provide the company's insurance details.</p> <p>All Risks Insurer</p> <p>Policy No.</p> <p>Cover (£)</p> <p>Expiry Date</p> <p>-----</p> <p>Employers Liability Insurer</p> <p>Policy No.</p> <p>Cover (£)</p> <p>Expiry Date</p> <p>-----</p> <p>Public/Product Liability Insurer</p> <p>Policy No.</p> <p>Cover (£)</p> <p>Expiry Date</p>	
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Does your policy contain an Indemnity to Principle Clause? Yes No

Quality Assurance

Q22.

Is the company ISO 9001 accredited?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Q23.

Does the company have a quality policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Commitment to the Environment

Q24.

Is the company ISO 14001 accredited?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Q25.

Does the company have an environmental/sustainability policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Q26.

Has the company ever been prosecuted or faced statutory enforcement or civil action with respect to the environment in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give details	
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Health and Safety

Q27.

Does the company have a dedicated member of staff responsible for Health and Safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes Name		
Position		
Qualifications		

Q28.

Does the company have a Health and Safety policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, would the company be prepared to work to Conistons Health and Safety policy and regime?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Q29.

Has the company ever had prosecutions or notices served upon it by the Health and Safety Executive in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give details	
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Q30.

Please give details of the companies Health and Safety accident record (in the last five years).	How many/frequency rate?	Details of RIDDOR reportable incidents

Equal Opportunities

Q31.

Does the company have an Equal Opportunities policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Q32.

Does the Equal Opportunities Policy comply with the Race Relations Act 1976, as amended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Q33.

Has the company had any unlawful discrimination cases made against it by an employment tribunal or court, in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give details	
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Q34.

Has the company ever been subject to a formal investigation by the Commission for Racial Equality (CRE)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give details	
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Subcontracting

Q35

Do you subcontract any aspect of our work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please state how you manage the procurement of your subcontractors, please make references to how you assess your subcontractors commitment to and competence for Health and Safety, CDM, Quality, the Environment and Equal Opportunities?	
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Q36.

Please provide one reference from main contractors or clients whom you have worked with in the last 12 months.

Name of Referee	
Company Name	
Address	
Phone Number	
Fax Number	
E-mail Address	
Last project completed	

Declaration

The information provided on this questionnaire is an honest and accurate reflection of what I know to be true of the company.

I understand that completing and returning this questionnaire in no way guarantees working with Coniston or becoming a member of their supply chain. In the event I am selected for quotes / work for Coniston in the future I understand that post assessment questionnaires shall be carried out on the performance of my company and the results of this kept on record to be used at Coniston's discretion.

Signed:	
Date:	
Position:	
Print Name:	