SUB-CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE
ORGANISATION DETAILS (PART 1 OF 5)

Form Completed By:	
Signed:	Date:

ORGANISATION INFORMATION

Organisation Name		Branch (If Applicable)	
Organisation Address	Post Code:	Telephone Number	
		Facsimile Number	
Company Registration Number		Size of Work Force	
Web Address			
Legal Entity	☐ Individual ☐ Limited Company ☐ Limited Liability Partnership ☐ Partnership		
Minimum Project Value	£	Maximum Project Value	£

Operating Regions (Please select all regions you offer)	☐ Avon	☐ Gloucestershire	☐ Oxfordshire
	☐ Bedfordshire	☐ Greater London	☐ Surrey
	☐ Berkshire	☐ Hampshire	☐ West Sussex
	☐ Buckinghamshire	☐ Hertfordshire	☐ Wiltshire

Does the Organisation have any accreditations e.g. ISO 9001 \ ISO 14001	

Estimating Contact Name		Contact Telephone Number	
Contact e-mail			
Contracting Contact Name		Contact Telephone Number	
Contact e-mail			

ORGANISATION SERVICES

On the following page please indicate the main services that your organisation can offer by ticking the boxes:

A	**Preliminaries**	☐	Waterproof Rendering	☐	Specialist Equipment
☐	Agency Labour	☐	Waterproofing	☐	Theatre Seating
☐	Builders Clean	**K**	**Linings/Sheathing/Dry Partitioning**	☐	White Goods
☐	Permanent Services	☐	Cubicles	**P**	**Building Fabric Sundries**
☐	Scaffolding	☐	Demountable Partitions	☐	Blown Insulation
☐	Temporary Services	☐	Drylining	☐	Cutting & Drilling
☐	Testing	☐	Metsec Framing	☐	Insulation
B	**Complete Building/Structures/Units**	☐	Partitions	☐	Ironmongery
☐	Bathroom Pods	☐	Raised Access Floors	☐	Mastic Sealants
☐	Volumetric Construction	☐	Suspended Ceilings	**Q**	**Paving/Planting/Fencing/Site Furniture**
C	**Demolition/Alteration/Renovation**	☐	Timber Flooring	☐	Artificial Grass
☐	Asbestos Removal	☐	Washroom System	☐	Block Paving
☐	Chimney Sweeps	**L**	**Windows/Doors/Stairs**	☐	Court Markings
☐	Demolition & Stripping Out	☐	Aluminium Windows & doors	☐	Cycle Shelters
☐	Shoring	☐	Balustrades	☐	Fencing & Gates
☐	Shotblast Cleaning	☐	Canopies	☐	Green Roofing
☐	Structural Repairs	☐	Conservatory	☐	Landscaping
☐	Timber Treatment & Damp Proofing	☐	Folding Partitions	☐	Resin Bonded Gravel
D	**Groundworks**	☐	Garage Doors	☐	Road Markings
☐	Dewatering	☐	Glazing	☐	Sports & Play Surfaces
☐	Groundworks	☐	Industrial & Roller Shutter Doors	☐	Streetworks
☐	Piling	☐	Louvres & Brise Soleil	☐	Tarmacadam Surfacing
☐	Retaining Walls	☐	Metal Stairs	☐	Tree Surgery
☐	Sheet Piling	☐	Revolving Doors	☐	Vehicle Barriers
☐	Underpinning	☐	Roller Shutters	**R**	**Disposal Systems**
☐	Vibro Compaction	☐	Rooflights	☐	Aluminium Rainwater Goods
E	**Insitu Concrete/Large PCC**	☐	Secondary Glazing	☐	Cast Iron Rainwater Goods
☐	Formwork, Concrete, Steel Fixing	☐	Security Grilles	☐	Drain Surveys, Cleaning & Repairs
☐	Precast Concrete Frame	☐	Sliding Doors	☐	Harvesting Tanks
☐	Precast Floors & Stairs	☐	Steel Windows & Doors	☐	Pumping Stations
☐	Precast Foundations	☐	Sunpipes	☐	Sewerage Treatment Tanks
☐	Precast Panel Cladding	☐	Timber Stairs	☐	Syphonic Roof Drainage
F	**Masonry**	☐	Timber Windows & Doors	☐	UPVC Rainwater Goods
☐	Brick Cleaning	☐	UPVC Windows & Doors	**S**	**Piped Supply Systems**
☐	Brickwork	☐	Walkways	☐	Fire Suppression Systems
☐	Fireplaces & Chimneys	☐	Window Films / Manifestations	☐	Swimming Pools
☐	Glass Block Walling	☐	Window Repairs	**T**	**Mech Htg/Cooling/Refrigeration Systems**
☐	Repointing	**M**	**Surface Finishes**	☐	Mechanical & Plumbing Services
☐	Stonework	☐	Acoustic Flooring	☐	Renewable Energy
G	**Structural/Carcassing/Metal Timber**	☐	Artex & Coving	☐	Solar Panels
☐	Carpentry	☐	Ceramic Tiling	☐	Underfloor Heating
☐	Engineered Timber & Gluams	☐	Coloured Render	**U**	**Ventilation/Air Conditioning Systems**
☐	Metal Decking	☐	Cornice Works	☐	Air Conditioning
☐	Roof Trusses	☐	Fire Protection	☐	Passive Ventilation
☐	Structural Steelwork	☐	Hygienic Cladding	**V**	**Electrical Supply/Power/Lighting Sys**
☐	Timber Frame	☐	Insulated Render	☐	Electrical Services
☐	UPVC Facsias & Soffits	☐	Marble & Terrazzo	**W**	**Communications/Security/Control Sys**
H	**Cladding / Covering**	☐	Painting & Decorating	☐	Access Control
☐	Composite Roof Panels	☐	Plastering & Rendering	☐	CCTV Systems
☐	Copings & Fascias	☐	Polished Flooring	☐	Data & Communication
☐	Curtain Walling	☐	Polished Plaster	☐	Fire Alarms
☐	Leadwork	☐	Resin Flooring	☐	Intruder Alarms
☐	Metal Roofing	☐	Screeding	☐	Lightning Protection
☐	Patent Glazing	☐	Soft Flooring	**X**	**Transport Systems**
☐	Rainscreen Cladding	**N**	**Furniture/Equipment**	☐	Cranes
☐	Rigid Sheet Roofing & Cladding	☐	Blinds	☐	Escalators
☐	Slate Roofing	☐	Curtains & Soft Furnishings	☐	Hoists
☐	Structural Glazing	☐	Fall Arrest Systems	☐	Lifting Beams
☐	Tile Roofing	☐	Fitted Furniture	☐	Passenger Lift
☐	Weatherboarding	☐	Kitchens	☐	Platform Lift
J	**Waterproofing**	☐	Mirrors	**Z**	**Purpose Made Joinery & Metalwork**
☐	Asphalt Roofing	☐	Sanitaryware	☐	Joinery
☐	Felt Roofing	☐	Shelving	☐	Metalwork
☐	Single Ply Roofing	☐	Signage		

SUB-CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE
HEALTH & SAFETY DETAILS (PART 2 OF 5)

A. HEALTH AND SAFETY AT WORK – SELECTION AND CONTROL OF WORKS CONTRACTORS

Are you registered with CHAS or a similar SSIP (Safety Schemes in Procurement) recognised Health and Safety assessment scheme?	☐ Yes*	☐ No
***IF YES, PLEASE PROVIDE A COPY OF THE CERTIFICATION OF ACCREDITATION AND GO DIRECTLY TO SECTION B (THE REMAINDER OF SECTION A MAY BE LEFT BLANK)**		

This form must be completed by prospective sub-contractors and returned fully completed.
The Health and Safety at Work etc Act 1974 puts responsibility on the Main Contractor to ensure that persons engaged by them perform their duties in construction activities safely and without risk to others.
To appraise the safety standards of your organisation the following must be completed:

Does the organisation have a Health & Safety Policy ***(IF YES PLEASE PROVIDE A COPY)**	☐ Yes*	☐ No
Who is the person responsible for Health & Safety within the organisation?		
Who are the professional safety office / consultant for the company?	Name	
	Address	
	Details of Qualifications	
Who is responsible for monitoring the Health & Safety within the organisation?		
Have you a safety manual within the organisation outlining the rules and working procedures?	☐ Yes	☐ No

What Health & Safety Training do you provide?

		Course	Organisation Providing Training
A	For Management/Supervisors		
B	Operatives		

Please give details of the organisation's safety record for the past 3 years:
Please give details of reportable accidents to the Health & Safety Executive within the last 3 years:

Who is responsible for investigating accidents?		
Do you carry out noise assessments? ***(PLEASE ATTACH EXAMPLE)**	☐ Yes*	☐ No
Do you provide COSHH assessment and instruct operatives in safe use of products ***(ATTACH AN EXAMPLE OF COSHH ASSESSMENT)**	☐ Yes*	☐ No

Give details of any Health & Safety surveillance carried out by the organisation:		
Do you provide personal protective clothing/ equipment to employees	☐ Yes	☐ No
If Yes, have you records of clothing/ equipment which are available on request?	☐ Yes	☐ No
What is your safety helmet policy?		
Is the plant equipment owned or hired?		
How do you ensure that plant and equipment is kept in good condition and PAT tested?		
Do you produce a risk assessment for each project? ***(IF YES PLEASE PROVIDE AN EXAMPLE)**	☐ Yes*	☐ No
Do you produce method statements for each project? ***(IF YES PLEASE PROVIDE AN EXAMPLE)**	☐ Yes*	☐ No
Do you wish to provide further details, if relevant:		

B. QUALITY MANAGEMENT PROCEDURES

To comply with our Quality Management and Procedures, it is necessary for you to complete the questions below:

Has your organisation been certified to the Quality Management standard ISO9001:2008 by a UKAS accredited certification body	☐ Yes	☐ No
If Yes, please identify the certification body		
Does your organisation have a quality system but not certified	☐ Yes	☐ No
Does your organisation not have a quality system but consider that you can provide the service and materials to comply with our requirements and specifications	☐ Yes	☐ No

C. ENVIRONMENTAL MANAGEMENT PROCEDURES

To comply with our Environmental Management and Procedures, it is necessary for you to complete the questions below:

Has your organisation been certified to the Environmental Management standard ISO14001 by a UKAS accredited certification body	☐ Yes	☐ No
If Yes, please identify the certification body		
Does your organisation have an Environmental system but not certified	☐ Yes	☐ No
Does your organisation not have an environmental system but consider that you can provide the service and materials to comply with our requirements and specifications	☐ Yes	☐ No

D. MODERN SLAVERY & HUMAN TRAFFICKING PROCEDURES

*Only applicable to companies with a turnover > £36m.

To comply with our Modern Slavery and Human Trafficking policy and procedures, it is necessary for you to complete the questions below:

Does the organisation have a Modern Slavery and Human Trafficking statement/policy? **(IF YES PLEASE PROVIDE A COPY)**	☐ Yes	☐ No
Who is responsible for ensuring the policy is implemented?		
Are any parts of the business identified as at risk of slavery or human trafficking taking place? **(IF YES PLEASE IDENTIFY MITIGATION STEPS)**	☐ Yes	☐ No

SUB-CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE
INSURANCE DETAILS (PART 3 OF 5)

NAME OF INSURED ORGANISATION	

DETAILS OF ANY ENDORSEMENTS OR EXCLUSIONS MUST BE PROVIDED. INCLUDING A COPY OF THE INSURANCE SCHEDULE

EMPLOYERS LIABILITY

Insurer's Name	Policy Number	Expiry Date	
Limit of Indemnity	£	Indemnity to Principal Included	☐ Yes ☐ No
Exclusions or Limitations			

PUBLIC LIABILITY

Insurer's Name	Policy Number	Expiry Date	
Limit of indemnity, any one accident or series of accidents arising from one event	£	Indemnity to Principal Included	☐ Yes ☐ No
Amount of excesses	£		
Exclusions or Limitations (standard or 'as per policy' is not acceptable)			

CONTRACTOR'S ALL RISKS

Insurer's Name	Policy Number	Expiry Date	
Indemnity, any one accident or series of accidents arising from one event			
Sum Insured	£	Principles included as joint insured	☐ Yes ☐ No
Amount of Excesses	£		
Exclusions or Limitations (standard or 'as per policy' is not acceptable)			

Brokers Name and Address	Broker's/Insurer's Signature
	Date:

NOTE: Sub-contractors must maintain adequate insurance cover. The following would be considered minimum levels, subject to their compliance with any stated minimum requirements of the main contract. Public Liability - £2M. Public Liability must include an 'Indemnity to Principals' clause. Employer's Liability - as required by law. Sub-Contract Works – to be covered by the sub-contractors to the full value of the sub-contract subject to the specific clauses in the sub-contract.

SUB-CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE
FINANCIAL DETAILS (PART 4 OF 5)

FELTHAM CONSTRUCTION OFFICE USE ONLY	
ACCOUNT NUMBER	

ORGANISATION INFORMATION

Unique Tax Reference (UTR)			
Company Registration Number			
National Insurance Number		NI Contact Name (if LLP or Sole Trader)	
VAT Registered Number			

Feltham Construction Ltd is subject to HMRC Domestic Reverse Charge VAT.

If you think the Reverse Charge does not apply to you then please evidence this claim using HMRC literature for review by FCL.

We can be contacted at accounts@felthamconstruction.co.uk.

CONTACT INFORMATION

Accounts Dept Contact Name	
Telephone Number	
Facsimile Number	
E-mail Address	

PAYMENT INFORMATION

Bank Name								
Bank Address	Post Code:							
Account Name								
Account Number								
Sort Code			-			-		

SUB-CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE
SELF BILLING AGREEMENT (PART 5 OF 5)

DETAILS NEEDED	DETAILS SUPPLIED
Customer Name	Feltham Construction Ltd
Sub-Contractor Name	
Customer VAT Number	GB 438 1469 36
Sub-Contractor VAT Number	
The self-biller (the customer) agrees to issue self-billed invoices for all supplies made to them by the self-billee (the sub-contractor) for the following period 01/11/20 - 31/10/22:	31 / 10 / 2022
The self-biller agrees to complete self-billed invoices showing the supplier's name, address and VAT registration number, as well as all the other details that make up a full VAT invoice	Tick to indicate agreement ✓
The self-biller agrees to make a new self-billing agreement in the event that their VAT registration number changes	Tick to indicate agreement ✓
The self-biller agrees to inform the supplier if the issue of self-billed invoices will be outsourced to a third party	Tick to indicate agreement ✓
The self-billee (the sub-contractor) agrees to accept invoices raised by the self-biller on my behalf until the following date:	31 / 10 / 2022
The self-billee agrees not to raise sales invoices for the transactions covered by this agreement	Tick to indicate agreement ✓
The self-billee agrees to notify the customer immediately if they change their VAT registration number, stop being VAT registered or sell their business (or part of their business)	Tick to indicate agreement ✓
Customer's Signature	Signed by:
Customer's Business or Organisation (if applicable)	Signed on behalf of: Feltham Construction
Date:	01 / 11 / 2020
Sub-Contractor's Signature	Signed by:
Sub-Contractor's Business or Organisation (if applicable)	Signed on behalf of:
Date:	... / ... / ...

GENERAL DATA PROTECTION REGULATION (GDPR)

In line with GDPR we are informing you of what data we collect and how we store/handle it in order to be compliant.

We may collect and use personal information for the performance of a contract to which you are party. We have a duty to ensure that your data is secure and confidential at all times and we will only collect data that is required by us to perform the contract into which we have entered with you. We do not sell any information to third parties.

We will retain the information provided to us for a minimum of 7 years, unless there is a specific contractual or legislative reason to hold the data for longer. Information beyond that time, once no longer required, will be disposed of securely. For further detail please visit our website www.felthamgroupltd.co.uk.