



PREQUALIFICATION QUESTIONNAIRE

(London)

1.0 COMPANY DETAILS

1.1 Please complete the company details below:

Company:			
Address:			
Post Code:		Accounts Tel:	
Website:		Company Reg Number:	
Accounts Contact:		Accounts E-mail:	
Bank Details:	Sort Code:	Account Number:	

1.2 Does this Company have a 'Parent Company' or 'Ultimate Holding Company'?

Yes No If Yes, please provide details:

1.3 Type of Business/ Service Provided:

2.0 CONSTRUCTION INDUSTRY SCHEME ('CIS')

Please provide the following details to comply with the new construction industry scheme:

UTR Number:

UK VAT Number:

If you are exempt from the Construction Industry Scheme then please send written confirmation of this for our records and there will be no delays due to this with your payments.

3.0 FINANCIAL STANDING

3.1 Provide the annual turnover for the last three years for the company or division who would carry out the works:

Year	Turnover	Profit / (Loss)
20		
20		
20		

3.2 Provide the name and address of your Bankers and confirm clearance to approach your Banker for a reference:

Banker's Name:

Address:

Clearance to approach Banker: Yes No

3.3 Will your company be prepared to provide a 'Performance Bond' if so required? Yes No
Provide the name and address of your Bonding Company:

Name:

Address:

4.0 CERTIFICATES OF INSURANCE

Please be advised that orders for future work cannot be issued and payment for current work may be delayed if we do not have your current details.

Please complete the summary below and FORWARD with renewal COVER NOTES / CERTIFICATES as soon as possible to alleviate any problems

Your prompt attention is appreciated:

Policy	Policy Reference	Sum Insured	Under-Writer	Expiry Date
Contractor's "All Risk"				
Public Liability				
Products Liability				
Employers Liability				
Professional Indemnity				

Notes:

The contract will be awarded on a 'Back to Back' basis in line with the 'Main Contract'. Therefore, where any package has a design responsibility (CDP), or where the project is procured on a D&B basis, you will be expected to carry PI Insurance to the value required under the 'Main Contract' (or such other sum as we may agree).

Orders cannot be agreed without it.

5.0 RELEVANT EXPERIENCE / REFERENCES

5.1 Please provide a list of recent projects you have completed which would be similar to the type of project you would expect to carry out for Structure Tone Limited.

Date	Project Name / Location	Trade	Client	Value

5.2 Provide at least three Client References:

Name	Position	Company	Contact No.

6.0 HEALTH & SAFETY

Ref.	Question	Response		
6.1 SAFETY POLICY				
6.1.1	Do you employ more than 4 people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.1.2	Have you a written and signed Health & Safety Policy Statement? (If Yes, please enclose a copy – If no, why not?)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.1.3	Do you have a written safety manual? (Please enclose a copy of the contents page)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.1.4	Attach your safe systems procedure documents. For example; 1) Risk Assessment 2) Working at Height 3) Manual Handling 4) Accident/Incident Reporting 5) COSHH	Enclosed		
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.2 SAFETY PERFORMANCE				
Detail number of Reportable Incidents (defined by RIDDOR 2013), Enforcement Notifications & Prosecutions for the last 3 years				
	Year	20	20	20
	Fatalities			
	Major Injuries			
	Over 7 Day Injury			
	Dangerous Occurrence			
	Reportable Disease			
	Prosecutions by HSE			
	Prohibition Notices by HSE			
	Improvement Notice by HSE			
	Enforcement Action by Environmental Agency			
	Average Number of Employees			
6.2.1	Who is the person responsible for H&S at Director Level? Name: Title: Qualifications:			
6.2.2	Do you have internal or external safety support? Name: Address: Tel:	Internal <input type="checkbox"/>	External <input type="checkbox"/>	
Ref.	Question	Response		
6.2.3	Are the following services provided/ included? 6) H&S Information and Advice 7) Accident Investigation 8) H&S Inspections	Enclosed		
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If you have answered NO to any of the questions in 6.2 above provide details of how these functions are carried out in your business.				
6.2.4	How often are H&S Inspections carried out?	Frequency:		
6.2.5	Enclosed a copy of a recent internal inspection:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

	(If No, please detail why it's not enclosed)		
6.2.6	Are you members of any organisation that promotes safety or has an involvement in H&S matters? (If Yes, please list)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.2.7	Have you received any Safety Awards? (If Yes, please attach)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.2.8	Do you or your contractors require vehicles to come to site for deliveries, transport of materials etc. that are 3.5t or over?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, do you require these fleet vehicles to be 'FORS Bronze' compliant as a minimum?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	What percentage of your fleet use is 'FORS' compliant?	Enclosed	
	Please state your policy on this and attach evidence of this requirement if applicable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you do not insist on 'FORS' compliance, would this be something you would consider for future works with StructureTone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.3 TRAINING			
What are your procedures for the following types of training?			
6.3.1	Site Induction		
6.3.2	First Aid Training		
6.3.3	Health & Safety Refresher Training and any specialist training		
6.3.4	Skills card Certification		
6.3.5	Sub-Contractors		
6.4 CONTRACTORS PRE-QUALIFICATION			
6.4.1	Have you pre-qualified your contractors to be used? If yes, please attach a list	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.5 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS			
6.5.1	The CDM Regulations impose duties on Contractors. Please confirm that you understand your responsibilities as identified in the regulations and, in particular, that you will undertake your works in compliance with these regulations.		
	Name:	Title:	

7.0 ANTI-BRIBERY AND CORRUPTION

Ref.	Question	Response	
7.1 COMPLIANCE PROGRAM			
7.1.1	Have you undertaken an assessment of the risks of bribery and corruption arising in your business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.1.2	Have you implemented procedures designed to ensure compliance with all applicable anti-bribery and corruption laws and regulations, and that address the risks faced by your business, including those identified by the risk assessment referred to in section 7.1.1?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Have all persons who will be engaged in the provision of services to Structure Tone undergone appropriate training and agreed to comply with the anti-bribery and corruption procedures referenced in section 7.1.1?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.1.3	Does your company perform due diligence screening on the companies you subcontract work to?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.1.4	Please confirm the identity of the person or persons within your organisation with overall responsibility for the ABC Policy and anti-corruption compliance.		
Please provide additional detail if answering "No" to any question in section 7.1			
7.2 REGULATORY COMPLIANCE			
7.2.1	Has your company ever been, or is it now, the subject or target of any criminal investigation by a government body or regulatory agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.2.2	Have there been any allegations (substantiated or not) of bribery or corruption within the last six years involving your Company, its officers, directors, employees, joint ventures, agents or intermediaries or other associates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.2.3	Has your company ever been formally accused, indicted, or convicted of any crime (misdemeanour or felony)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.2.4	Has any Key Individual ¹ ever been under investigation or formally accused, arrested, indicted, or convicted of:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(1) a crime related to your company or any other corporate entity; or (2) <u>any</u> crime involving fraud, forgery, perjury, theft, tax evasion, bribery, corruption, embezzlement, falsification or destruction of records, anti-competitive behaviour, bid rigging, collusion, or anti-trust.		
7.2.5	Has your company or any of its Key Individuals ever been suspended, disbarred, disqualified, or had its or their prequalification revoked or otherwise been declared ineligible to bid or to perform work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.2.6	Has your company or any of its Key Individuals had any business-related licenses or certifications revoked or suspended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide additional detail if answering "yes" to any question in section 7.2.			
7.3 CONTACTS WITH DOMESTIC AND FOREIGN GOVERNMENTS			
7.3.1	Is your company, or any parent or affiliate entity, owned in whole or in part by:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(1) a foreign, national, regional, or local government; (2) any entity owned or controlled by a foreign, national, regional, or local government; or (3) a Government Official (as that term is defined below) ²		

¹ ("Key Individual" includes any owner, shareholder, principal, director, officer or high-managerial agent of your company, or any other individual or agent authorised to control or direct strategic, policy-making, or operational decisions for your company.)

7.3.2	Are any of your Key Individuals or other employees who render goods or services to Structure Tone currently Government Officials or have they been Government Officials within the last twelve months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.3.3	Will your Company or any third party acting on your behalf provide hospitality, entertainment, gifts, travel expenses, or any other benefits or things of value to any Government Official while conducting business for Structure Tone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.3.4	<p>Will your work with Structure Tone involve acting as an agent or intermediary between Structure Tone and a government agency or Government Official?</p> <p>Companies that act as agents or intermediaries in this fashion obtain or assist in obtaining government approvals, permits, licenses, or inspections. These can include companies that:</p> <p>(a) expedite government inspections or licensing;</p> <p>(b) facilitate the transit of goods across different countries or secure customs approval;</p> <p>(c) process governmental papers, such as visas and work orders;</p> <p>(d) assist in securing government services, such as power, water, police protection, phone service, mail delivery, or cargo transport.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide additional detail if answering "yes" to any question in section 7.3			
7.4 DOING BUSINESS AROUND THE GLOBE			
7.4.1	Are you doing work or seeking to do work for Structure Tone in any territory with a score of 60 or below in the Transparency International's most recent Corruption Perceptions Index. ³	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide additional detail if answering "yes" to question 7.4.1			

8.0 ANTI-SLAVERY AND HUMAN TRAFFICKING

8.0 MODERN SLAVERY			
8.1.1	Have you implemented procedures designed to ensure compliance with the Modern Slavery Act 2015	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.1.2	To your knowledge, are there or have there been within the last five years instances or concerns of forced labour, slavery, human trafficking and/or human rights violations in your business, involving any of your suppliers or contractors and/or relating to your supply chains more generally?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

² "Government Official" includes (1) any employee, official, officer, or person acting for or on behalf of a (a) foreign, domestic, regional, or local government, or any department, agency, organisation, or instrumentality thereof, (b) commercial or nonprofit entity in which a government body has any ownership interest or the ability to control ("Instrumentality"), (c) public (quasi-governmental) international organisation, such as the United Nations, World Bank, or World Health Organization, or (d) political party; (2) any judge or ambassador; or (3) any holder of, or candidate for, political or public office.

³ The most recent Corruption Percent Index can be accessed here: <https://www.transparency.org/>

9.0 STRUCTURETONE LIMITED “TERMS & CONDITIONS” SUB-CONTRACTORS RESPONSIBILITIES

1. All subcontractors will be expected to comply with the Company Policy for Health and Safety and must ensure their own Company Policy is made available on site whilst work is carried out. They must also comply with the requirements of any Health and Safety Plan developed for the site and co-operate with arrangements made to ensure health and safety on site.
2. All subcontractors are required to review Structure Tone’s Supplier Code of Conduct (“Supplier Code”), accept its terms, and adhere to its principles. The latest version of the Supplier Code can be accessed at Structure Tone’s website: www.structuretone.com/compliance/supplier-code. Subcontractors are required to report any allegation of wrongdoing or corruption or any violation of the Supplier Code. Violations should be reported to the Supplier’s Structure Tone representative responsible for the particular project or to Structure Tone’s Compliance and Ethics Department: Compliance@structuretone.com or 001 212 251 9279.
3. All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site and the general public.
4. Assessment of risk associated with any substance, process or work activity on site which will be hazardous to health and safety, must be provided to the contract management before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
5. Scaffolding used by subcontractors’ employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and codes of practice.
6. Subcontractors’ employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site unless authorised.
7. All plant or equipment brought onto site by subcontractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certification available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the subcontractor must be provided to our company’s site representative before work commences.
8. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, in good condition and comply with the Requirements of the Electricity at Work Regulations 1989, and have a current ‘PAT’ Test Certificate.
9. Any injury sustained or damage caused by subcontractor’s employees must be reported immediately to this company’s site representative. Subcontractor’s employees must comply with any safety instructions given by this company’s site representative.
10. This Company has appointed a health & safety manager to inspect sites and report on health and safety matters. Subcontractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Subcontractors will provide the company’s site representative with the name of the person they have appointed as safety adviser.
11. Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by subcontractors for their employees unless arrangements have been made for the sub-contractors’ employees to have the use of this Company’s facilities in which case details will be recorded in the site construction phase safety plan.
12. Subcontractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc., cleared as work proceeds.
13. All operatives, subcontractors, visitors, etc., on the company’s sites will wear appropriate PPE at all times other than in areas specifically designated as “no risk” areas by site management. Signs erected on site that PPE is to be worn must be complied with by subcontractor personnel.
14. In accordance with the requirements of the site Health and Safety Plan a detailed method statement will be required from subcontractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The method statement must be agreed with our company site representative before work begins and copies made available on site so that compliance with the agreed method statement can be monitored.

I/we confirm that I/we have read and agree to abide by the responsibilities as noted above for all Projects we will carry out for Structure Tone Limited.

Name:
Company:

Date:

10.0 EMPLOYEE DIVERSITY

Structure Tone values a workplace where diversity of thought, background and experience is embraced, particularly in light of our global business. We see diversity in our workforce and our supplier base, as critical to our success.

A diverse supplier is one that is "a company/trader owned and managed at least 51% by a non-white minority, a disabled person or a female." Please note that PLC's are not classified as diverse suppliers.

In order for us to better understand the diversity of our supplier base and your company in particular; we would appreciate your time in completing this short questionnaire.

Any analysis of this information by Structure Tone will be of a high level and of a statistical nature. There is no benefit to be gained, or lost, from the provision of this information to Structure Tone; it is a step for us towards gaining a greater awareness of the current status of supplier diversity within our organisation.

All information will be treated in the strictest confidence and maintained in accordance with current legislation. Your assistance in this matter is greatly valued and we hope that you will complete and return the questionnaire with others.

1. Are you a PLC? Yes No

2. A diverse supplier is "a company/trader owned and managed at least 51% by a non-white minority, a disabled person or a female." From this definition please indicate if your company is a diverse supplier:
 Yes No

3. If you answered yes to Question 2, please indicate which classification of a "diverse supplier" your company falls within:
 Non-white minority Disabled Female

4. Are all of your directly employed staff paid, as a minimum, the London Living Wage?
 Yes No

5. Does all the labour employed by your subcontractors receive the minimum the London Living Wage?
 Yes No

6. If Yes, how do you ensure compliance with this?

7. How many apprentices or management trainees do you directly employ, either in your offices, manufacturing facility or on site?

11.0 MARKETING

Reasons for completing this pre-qualification questionnaire:

(Please tick one of the following)

- General new business or renewal
- Specific project, please specify
- Nomination from end client, please specify
- Other,

12.0 CHECKLIST OF DOCUMENTATION TO BE PROVIDED

Please provide the following details to comply with the new construction industry scheme:

Finance

Item	Included
Last two (2) years Audited Accounts	
Signed Self-Billing Form	

Health & Safety

Item	Included
Copy of signed Health & Safety Policy Statement	
Written Safety Manual	
Relevant systems procedures for your company per 6.1.4 and 6.2.3	
Copy of recent internal Site Inspection	
Health & Safety Awards	
Evidence of 'FORS' Compliance if applicable	
Contractors Pre-Qualification List	
Training Matrix	

CONSTRUCTION INDUSTRY VAT SELF-BILLING SCHEME

Company Name:

Address:

Date:

Structure Tone operates a Self-Billing procedure with the approval of the Customs & Excise Commissioners {SI 1985/886, Reg 12 (3); }.

As such, contractors must agree not to issue tax invoices to Structure Tone for the relevant transactions between our companies. Structure Tone will endorse the self-bill invoice transmitted to you with the statement "The tax shown is your output tax due to Customs and Excise" (VAT News No. 12).

Please sign and return this form to remain on our Approved Contractors List.

Thank You

STRUCTURETONE

.....
Authorised Signatory

.....
Print & Position