



PREQUALIFICATION QUESTIONNAIRE

(Ireland)

1.0 COMPANY DETAILS

1.1 Please complete the company details below:

Company:		Contact:	
Address:		Title:	
Post Code:		CRN:	
Tel:		VAT No:	
E-mail		Website:	

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

Yes ☐ No ☐ If Yes, please provide details:

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1.3 Type of Business/ Service Provided:

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2.0 FINANCIAL STANDING

2.1 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		

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

Banker's Name:
Account No.
IBAN:

Address:
Sort Code:
BIC:

2.3 Will your company be prepared to provide a 'Performance Bond' if so required? Yes ☐ No ☐

2.4 Provide with your submission, confirmation that you have a C2 certificate: Yes ☐ No ☐

You will be required to present this in person to our Office Manager

3.0 RELEVANT EXPERIENCE / REFERENCES

3.1 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 StructureTone Limited.

Date	Project Name / Location	Trade	Client	Value

3.2 Provide at least three Client References:

Name	Position	Company	Contact No.

4.0 HEALTH & SAFETY

Ref.	Question	Response	Official Use Only
4.1 SAFETY POLICY			
4.1.1	Have you a written & current Health & Safety Policy Statement signed by a Director?	Yes ☐ No ☐	
4.1.2	Can you confirm that you have communicated your Health & Safety Statement & Policies to all your direct and indirectly employed operatives & can furthermore confirm that they have understood the communicated policies & safety statements & shall adhere to same?	Yes ☐ No ☐	
4.1.3	Can you please provide evidence to 4.1.2 above? Please enclose e.g. signature page.	Yes ☐ No ☐	
4.2 HEALTH AND SAFETY PERFORMANCE			
Detail number of incidents for the last 3 years.			
	Year	20	20
	Fatalities		
	Major Injuries		
	Over 3 Day Injury		
	Dangerous Occurrence		
	Reportable Disease		
	Prosecutions by HAS		
	Prohibition Notices by HAS		
	Advise Notice by HAS		
4.2.1	Please provide details of all prosecutions, taken against your Company, for breaches of Health, Safety or Welfare legislation over the past five years.		
4.3 INTERNAL SAFETY SUPPORT			
4.3.1	Who is the person responsible for H&S at Director Level?	Name: Title: Qualifications:	
4.3.2	Please provide the name and qualification of your Safety Manager.	Name: Title: Qualifications:	
4.3.3	Provide the names and qualifications of all Safety Officers within your Company.	Name: Title: Qualifications:	
4.4 EXTERNAL SAFETY SUPPORT			
4.4.1	Do you have any external safety support? eg. Safety Consultants	Provide Details:	

		Name: Address: Tel:		
Ref.	Question	Response		<i>Official Use Only</i>
4.5 SAFETY MANAGEMENT SYSTEM				
4.5.1	Please provide details of any Safety Management System that is on operation within your Company			
4.5.2	Is this the system accredited by any organisation?	Yes ☐	No ☐	
4.5.3	If you answered yes to the above question please provide details	Name of awarding organisation: Year accreditation first achieved: Is the accreditation currently valid? Yes ☐ No ☐		
4.6 TRAINING				
4.6.1	Please provide details of safety training and qualifications provided to management within your Company.			
4.6.2	Confirm minimum training provided to all employees – e.g. Safe Pass/CSCS			
4.7 CONTROL OF SUBCONTRACTORS				
NOTE	Do you subcontract portion or all of your work? If so:-			
4.7.1	How does your Company ensure that sub-contractors engaged by your Company are competent?			
4.7.2	How does your Company ensure that sub-contractors engaged by your Company operate safe systems of work?			
4.8 COMPLIANCE WITH ACTS & REGULATIONS				

4.8.1	The Safety Health and Welfare Act 2005, The Safety Health and Welfare at Work (Construction) Regulations 2006 and The Safety Health & Welfare at Work (General Application) Regulations 2007 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 to: - o Co-operate with the PSCS; - o Provide a copy of your safety statement and method statement (where required) together with all relevant information to the PSCS - o Promptly provide the PSCS with information required for the safety file; - o Comply with directions of Project Supervisor Construction Stage; - o Report accidents to the Health & Safety Authority and to the PSCS where an employee cannot perform their normal work for more than three days following an accident on the site; - o Comply with site rules and the safety and health plan and ensure that your employees comply; - o Identify hazards, eliminate the hazards, or reduce risks during construction; - o Facilitate the Site Safety Representative; - o Ensure that relevant works have FAS safe pass card and a construction skills card where required; - o Provide workers with site specific induction; - o Appoint a safety officer where there are more than 20 on site or 30 employed; - o Consult workers and Safety Representatives; - o Monitor compliance and take corrective action.
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5.0 ANTI-BRIBERY AND CORRUPTION

Ref.	Question	Response		Official Use Only
5.1 COMPLIANCE PROGRAM				
5.1.1	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?	Yes ☐	No ☐	
5.1.2	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 5.1.1?	Yes ☐	No ☐	
5.1.3	Does your company perform due diligence screening on the companies you subcontract work to?	Yes ☐	No ☐	
5.1.4	Please identify the person or persons within your organisation with overall responsibility for anti-corruption compliance.			
Please provide additional detail if answering "No" to any question in section 5.1.				
5.2 REGULATORY COMPLIANCE				
5.2.1	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 ☐	No ☐	
5.2.2	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 ☐	No ☐	
5.2.3	Has your company ever been formally accused, indicted, or convicted of any crime (misdemeanour or felony)?	Yes ☐	No ☐	
5.2.4	Has any Key Individual ¹ ever been under investigation or formally accused, arrested, indicted, or convicted of:	Yes ☐	No ☐	

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.)

	(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?			
5.2.5	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 ☐	No ☐	
5.2.6	Has your company or any of its Key Individuals had any business-related licenses or certifications revoked or suspended?	Yes ☐	No ☐	
Please provide additional detail if answering "yes" to any question in section 5.2.				

5.3 CONTACTS WITH DOMESTIC AND FOREIGN GOVERNMENTS				
5.3.1	Is your company, or any parent or affiliate entity, owned in whole or in part by: (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	Yes ☐	No ☐	
5.3.2	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 ☐	No ☐	
5.3.3	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 ☐	No ☐	
5.3.4	Will your work with Structure Tone involve acting as an agent or intermediary between Structure Tone and a government agency or Government Official? 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: (a) expedite government inspections or licensing; (b) facilitate the transit of goods across different countries or secure customs approval; (c) process governmental papers, such as visas and work orders; (d) assist in securing government services, such as power, water, police protection, phone service, mail delivery, or cargo transport.	Yes ☐	No ☐	
Please provide additional detail if answering "yes" to any question in section 5.3.				
5.4 DOING BUSINESS AROUND THE GLOBE				
5.4.1	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 ☐	No ☐	
Please provide additional detail if answering "yes" to question 5.4.1.				

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/>

6.0 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 sub-contractors 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. Sub-contractors are required to report any allegation of wrongdoing or corruption or any violation of the Supplier Code. Violations should be reported to the sub-contractor'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 CE marked 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 sub-contractor 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 Standards for industrial use, in good condition and comply with the relevant regulations. Where applicable, a certificate must be available for portable appliances that are required to be tested under the General Application Regulations 2007 & ETCI guidelines.
9. Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this company's site representative. Sub-contractor's employees must comply with any safety instructions given by this company's site representative.
10. This Company will inspect sites and report on health and safety matters on a regular basis. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors 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 sub-contractors 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. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc., cleared as work proceeds.
13. All operatives, sub-contractors, visitors, etc., on the company's sites will wear safety helmets at all times other than in areas specifically designated as “no risk” areas by site management. Signs erected on site that safety helmets 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:

Date:.....

Company:.....

7.0 CERTIFICATES OF INSURANCE

7.1 Public Liability & Employer's Liability

Please attach a copy of your insurance certificates.

7.2 Professional Indemnity Insurance

Before being appointed, your company may be required to provide evidence from your broker or insurance company confirming you have current professional indemnity insurance cover, and that it will be maintained for years after completion of the construction works.

Will your company be prepared to Professional Indemnity Insurance, if so required?

Yes ☐

No ☐

8.0 CHECKLIST OF DOCUMENTATION TO BE PROVIDED

Please check the items below in accordance with documentation to be provided with your response.

Item	Included
Completed Prequalification Questionnaire	☐
Last two (2) years Audited Accounts	☐
Copy of Insurance Certificates	☐
Copy of signed Health & Safety Policy Statement	☐

I/We confirm the information provided is true and accurate and I/We agree to abide by the H&S responsibilities as noted for all projects we carry out for Structure Tone Limited.

Name:

Date:.....

Director / Principal

Name:

Date:.....

Secretary / Director

Company:.....