1. Basic details of your organisation
   1. Company name of the organisation
   2. Full Address
   3. Director / Owner contact name
   4. Director / Owner contact name
   5. Contact name for bid enquiries
   6. Contact position (job title)
   7. Full address (if different from 1.2)
   8. Telephone number
   9. Email address
   10. Website (if any)
   11. Company Registration number (if this applies)
   12. Charities or Housing Association or other Registration number (if this applies). Please specify registering body
   13. Date of Registration
   14. Registration address if different from the above
   15. VAT Registration Number
   16. Is your organisation (please tick one):
2. A public limited company
3. A limited company
4. A partnership
5. A sole trader
6. Voluntary Body
7. Local Authority
8. Other (please specifiy)
   1. If the organisation is a partnership, is it a member of a group? If yes, detail other relationships within the group and comment on the group structure:
   2. If you operate as part of a Holding Company/Parent Group, please provide name and address of Holding company/Parent company (clearly state the relationship).
   3. Companies House Registration Number of parent company (if this applies)
   4. Will the parent company sign a performance guarantee contract? Comments
9. Financial Information
   1. Moor Manage on behalf of our clients from time to time use a credit reference and financial status records agency. It is policy to check all tenderers financial status and stability against this system
   2. What was your turnover in the last two years (if this applies)? £….for year ended

£………….for year ended

* 1. What was the pre-tax profit (or loss) for the last two years?
  2. Please confirm that upon request you can provide copies of the last two financial years’ audited accounts which must include the balance sheet and the profit and loss account willing to supply accounts on request? If unable to supply the above upon request, please give reasons.

If the audited accounts are more than 3 months old, please confirm that on request you can provide a Director’s statement regarding the company’s current financial status.

If unable to supply the above upon request, please give reasons.

1. Business activities/technical capacity
   1. What are the main business activities of your organisation? (if you are self-employed or a sole trader, please say so)
   2. Which geographical areas do you undertake works UK wide or if country specific (please state countries)
   3. Please state the number of staff currently employed (and contracted) by your organisation overall and at the local office to carry out this work:

**Full Time Number (employed)**

Management

Design

Professional / Technical

Admin / Clerical

Working Supervisors

Operatives

Other (please give details)

TOTAL

**Full and Part Time Number (contracted)**

Management

Design

Professional / technical

Admin / Clerical

Working Supervisors

Operatives

Other (Please give details)

TOTAL

1. Insurance

Please provide details of your current insurance cover. The standard minimum liability cover required is £5,000,000 (Five Million Pounds Sterling). Please confirm that this cover is available or would be provided should you be successful in securing the project. Please provide details for both the design stage and building stage.

Value

* 1. Employer’s liability

£

Start Date…………Expiry Date……….

* 1. Public Liability

£

Start Date…………Expiry Date……….

* 1. Professional Indemnity

£

Start Date…………Expiry Date……….

* 1. Other (please provide details)

£

Start Date…………Expiry Date……….

1. Quality Assurance / Management
   1. Quality Management ISO 9000 Acreditation

In-house quality control system

Details provided

Registration Numbers

1. Health & Safety
   1. Does your organisation have an established Health and Safety Policy conforming to EC and UK National Legislation? If so, please enclose copy

Established Health and safety policy?

Copy enclosed? (Signed and dated)

* 1. Do you employ a designation Health and Safety Officer? If yes, please give details including qualifications.
  2. Do you provide safety training to all your employees?
  3. Please detail your organisation’s safety performance over the last three years
  4. Has your organisation ever been prosecuted by the Health & Safety executive (HSE) or served with an Improvement or Prohibition Notice?

1. Declaration
   1. I declare that to the best of my knowledge the answers submitted in this PQQ (and any supporting documentation) are correct. I understand that the information will be used in the evaluation process to assess my organisation’s suitably to be invited tender for the authority’s requirement
   2. Form completed by
   3. Position (job title)
   4. Date
   5. Telephone number