

SUPPLIER QUESTIONNAIRE FOR COMPANIES EXPRESSING AN INTEREST IN THE
TENDER FOR:
CryoEM Sample Handling and Storage Robot

1. CONTACT INFORMATION

Company name	
Address	
Registration No.	
Tel. No.	
Website	
Contact Person (1)	
Name	
Job Title	
Address	
Tel No. (direct)	
Fax	
Mobile	
Email address	
Contact Person (2)	
Name	
Job Title	
Address	
Tel No. (direct)	
Mobile	
Email address	

2. BASIC DESCRIPTION

Main fields of activity	
Start-up date	
No. of employees	
Size and location(s) of premises	
Age of premises	

3. TECHNICAL INFORMATION

Please provide details of all technical equipment, machine tools, special installations etc. that are appropriate to the foreseen contract:

What percentage of your current capacity would such a contract represent?	
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What percentage of the work on such a contract would be carried out by subcontractors?	
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List of proposed work packages valued in excess of 10,000 Euros to be undertaken by any subcontractors, together with the subcontractors' names:

Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s). Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries):

Do you operate a QA system? Please provide details:

Please provide details of qualifications and experience of key personnel:

Please provide details (including references) of previous similar or comparable projects, in size and scope, to enable Instruct to assess your Company's ability to accomplish the contract:

Apprenticeships/training - Please provide details of any apprenticeship/training schemes you support in your business:

4. FINANCIAL INFORMATION

Annual turnover for last three years	
Current situation of order book e.g. %age of total capacity already committed for the period of the foreseen contract	

Please indicate your willingness to provide copies of your audited accounts for the last three years if requested	Yes / No
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Please provide copies of your public liability insurance and your employer's liability insurance.	Yes / No
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If you are supplying Goods to Instruct, please supply a copy of your Marine Insurance Policy or supply information confirming how the Goods will be insured in transit.	Yes / No
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Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Yes/No
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;	
(b) corruption within the meaning of section 1 (2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);	
(c) the offence of bribery;	

(d)	bribery within the meaning of sections 1,2 or 6 of the Bribery Act 2010 or section 113 of the Representation of the People Act 1983;	
(e)	fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:	
(i)	the offence of cheating the Revenue;	
(ii)	the offence of conspiracy to defraud;	
(iii)	fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	
(iv)	fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	
(v)	fraudulent evasion within the meaning of section 170 the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;	
(vi)	an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	
(vii)	destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;	
(viii)	fraud within the meaning of section 2,3 or 4 of the Fraud Act 2006 or	
(ix)	the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006 or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;	
(f)	any offence listed in section 41 of the Counter Terrorism Act 2008 or in Schedule 2 to that Act where the court has determined that there is a terrorist connection	
(g)	any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f)	
(h)	money laundering within the meanings of sections 340(11) and 415 of the Proceeds of Crime Act 2002	
(i)	money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	
(j)	any offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988	
(k)	an offence under section 4 of the Asylum and Immigration Act 2004	
(l)	an offence under section 59A of the Sexual Offences Act 2003	

(m) an offence under section 71 of the Coroners and Justice Act 2009	
(n) any offence in connection with the proceeds of drug trafficking within the meaning of 49, 50, or 51 of the Drug Trafficking Act 1994	
(o) any offence in connection with slavery and human trafficking within the meaning of the Modern Slavery Act 2015	

(p) any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	
Environmental Issues: Has your company or any of its directors been convicted of anything relating to any offences listed under administrative law in relation to Directives 2004/17/EC or 2004/18/EC? If yes, please give details:	

5. HEALTH AND SAFETY INFORMATION

Does your organisation operate a health and safety system or has it attained a safety standard? eg. ISO 14001/18001	
Name the 'responsible person' or point of contact within your organisation that manages safety issues: (Name/Position/Contact Details):	
Will your organisation be able to provide a copy of its health and safety management procedures to Instruct?	Yes / No
Please tell us about any enforcement/improvement notices that have been issued or legal proceedings against your company by the Health and Safety Executive or other enforcement organisation:	
Please tell us about any accidents that have been reported to the Health and Safety Executive by your company under RIDDOR or other reporting procedures if outside the UK:	

Please provide details of the health and safety training operatives and managers have received in respect of services and equipment to be provided to Instruct:

Within your organisation is there a 'competent' person that is able to conduct a risk assessment for the equipment that you will supply to Instruct? Please provide an example risk assessment for the equipment that you are to supply:

6. E-MAIL INFORMATION

Do you have a maximum size for incoming e-mail messages?	
Are you able to receive attachments? If so, maximum size?	

Failure to provide all of the requested information and/or documents may affect the evaluation process and could disqualify you from the invitation to tender.

Completed questionnaire should be returned with your tender.