

Catering Pre-qualifications Questionnaire

You must fully complete this pre-qualifications questionnaire if you are to be considered for the University of Sunderland's Catering Tender.

Full responses/enclosures are required in respect of each question.

Ref	Information Required	Response
Section A – General Information		
<p>Freedom of Information Act 2000</p> <p>We would like to draw your attention to the fact that the University is classed as a “Public Authority” within the meaning of the Freedom of Information Act 2000. The Act creates a general right of access to information held by public authorities (subject to certain exemptions.) Therefore any information you supply to the University may be made available on demand (in accordance with the Freedom of Information Act 2000.)</p> <p>We cannot guarantee that information will not be disclosed in response to Freedom of Information Act requests. However, the Act does provide for certain types of information to be withheld. To enable us to evaluate the information you supply, to establish if it may be exempt, you will need to clearly label information to indicate you would prefer it wasn't released and give an indication of why e.g. use markings such as “confidential” or “commercially sensitive”. Information labelled in this way, will be examined in the light of the exemptions, provided for in the Act, before a decision to disclose is made.</p>		
1	Full Registered, or trading name of firm if different.	
2	Full registered address details, together with all trading addresses if different.	
3	If the applicant firm is a member of a group, please provide the name and registered address of the head office.	
4	Correspondence address if different from the above.	

5	Address for Purchase Orders to be sent to	
6	If the applicant firm is a subsidiary will the parent firm guarantee the applicant firm's contract performance as its subsidiary?	Yes/No/Not applicable
7	Contact name.	
8	Contact's position.	
9	Contact's telephone number.	
10	Contact's e mail address.	
11	Type of organisation (e.g. private limited company, partnership, sole trader).	
12	Registered Company Number.	
13	Place of registration.	
14	Date business commenced.	
15	VAT Registration number.	
16	Banker's address and relevant details for banker's reference.	
17	Account name	
18	Sort code	
19	Account number	
Section B - Economic and Financial Standing		
20	Please enclose audited accounts , including cashflow statements and balance sheets, profit and loss on years 2004, 2005 and 2006, for all of the parties expressing interest.	This information is only required if your company is not limited.
21	Please provide details of the firm's professional indemnity insurance cover. Please enclose copy of Insurance Policy	Name of insurer Policy number Renewal date Limit of Indemnity Excess
22	Please provide details of the firm's employer's liability insurance cover. Please enclose copy of Insurance Policy	Name of insurer Policy number Renewal date Limit of Indemnity Excess

23	Please provide details of the firm's public liability insurance cover. Please enclose copy of Insurance Policy	Name of insurer Policy number Renewal date Limit of Indemnity Excess
Section C Technical Capacity		
24	Please indicate the category of the firms activities. Please state the nature of the core business	Delete as applicable Consultant, Contractor and/or supplier
25	Please provide details of the staff resources within the organisation including number, discipline and any relevant qualifications.	
26	Is there a minimum contract value, below which you will not tender. If so please specify £.....	
27	Is there a maximum contract value you are prepared to tender for, if so please specify £.....	
28	Please provide details of your organisation's measures for ensuring quality, details of your quality attestation registrations (if any) for example ISO 9001, or equivalent. Please enclose copy of Certificate	
29	Please provide details of your registration with any relevant professional or trade associations. Please enclose Certificates.	
Section D Insolvency Information		
30	<p>If an individual (sole trader) or partnership, please confirm for the business and each individual partner in the business that:</p> <p>a. no bankruptcy order has been made or is being applied for</p> <p>b. that a court is not administering the business affairs or is being requested to do so</p> <p>c. no composition or arrangements has been entered into for the benefit of creditors or has been requested</p> <p>d. business activities are continuing and have not been suspended</p> <p>e. no analogous situation has arisen or is arising under any national law of a member state</p>	<p>Please confirm statement is correct (if NO please provide reasons for deviations from normal practice)</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>

31	<p>If a company or similar trading entity please confirm that:</p> <ul style="list-style-type: none"> a. the business' affairs have not been wound up or are subject to winding up proceedings b. no composition or arrangement has been entered into for the benefit of creditors or that such an arrangement has been requested c. business activities are continuing and have not been suspended d. no analogous situation has arisen or is arising under any national laws of any member state 	<p>Please confirm statement is correct (if NO please provide reasons for deviations from normal practice)</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
Section E Professional Conduct Information		
32	Please confirm that no offence concerning professional conduct has been committed in relation to the business	<p>Please Confirm statement is correct (if NO please provide reasons for deviations from normal practice)</p> <p>Yes/No</p>
Section F Social Security and Taxation Information		
33	<p>Please confirm that:</p> <ul style="list-style-type: none"> a. all social security contributions have been met; and b. all necessary taxation payments have been made in any member state in which the business is, or was, liable to make social security or taxation payments 	<p>Please confirm statement is correct (if NO please provide reasons for deviations from normal practice)</p> <p>Yes/No</p> <p>Yes/No</p>
Section G Misrepresentations		
34	Please confirm that no serious misrepresentations have been made in supplying information on any of the matters covered by or in this questionnaire to other contracting authorities.	<p>Please confirm statement is correct (if NO please provide reasons for deviations from normal practice)</p> <p>Yes/No</p>

Section H Criminal/Legal Matters		
35	Please confirm that: a. no offences have been committed in relation to the business; and when answering this query please ensure that you consider any prosecutions under the Health and Safety at Work Act 1974, Race Relations, Sexual Discrimination and related legislation	Please confirm statement is correct (if NO please provide reasons for deviations from normal practice) Yes/No
36	Please confirm that: Your company and its employees do not discriminate directly or indirectly against any person of their age, disability, gender, faith, sexuality, race, nationality or ethnic or national origin in decisions to recruit, train, promote, discipline or dismiss employees.	Please confirm statement (if No please provide reasons for deviations from normal practice) Yes/No
37	Please confirm whether your company has an Equal Opportunities Policy and Code of Practice in force	Please confirm Yes/No
38	Has your organisation, in the last 3 years, been found to be in breach of the Race Relations Act or any other UK equality legislation (covering discrimination on the grounds of Disability, Sex, Sexual Orientation, Religion or Belief) by any court, tribunal or hearing or had a notice under such legislation served on you by the Commission for Racial Equality	Please confirm (if Yes please provide reasons) Yes/No
39	Has your organisation in the last 3 years, been convicted of breaching any other areas of UK legislation or undertaken activities in another country that could place you in breach of UK law	Please confirm (if Yes please provide reasons) Yes/No
Section I Environment and Health and Safety		
40	Is your company registered with CHAS? Please provide copy of certificate	If you are CHAS registered go to question 45
41	Please detail Separately your company arrangements for ensuring compliance with applicable H&S legislation and the effective management of health and safety	

	Please provide evidence of a Health and Safety Policy	
42	Has your company implemented a recognised safety management system? (e.g. OHSAS 18001 or BS8800)	
43	Please detail Separately your company arrangements for ensuring compliance with applicable Environmental legislation. Please provide a copy of your Environmental Policy	
44	Has your company implemented a recognised environmental management system? (e.g. ISO 14001)	
45	Have you identified any potential environmental impacts that could arise directly from the type of work your company does? If yes what steps have you taken to remediate or prevent the impact.	
46	Will the work you provide likely to produce any waste? If yes how will you deal with the disposal of the waste in a compliant manner? Please enclose any relevant certificates	
47	Please provide a statistical report or summary of the accident records for the company over the past 3 years, including those reportable under RIDDOR	
48	Please provide details of any prosecutions or enforcement actions (e.g. improvement notice or prohibition notice) taken against your company by the HSE, Local Authority or Environment Agency in the last 3 years.	
49	What measures has your company introduced as a result of any prosecutions or major accidents.	
50	Please detail separately your company arrangements for ensuring compliance with food safety legislation and the effective management of food safety	
51	Does your company hold any accreditations for food safety systems in place, if so what are they	
52	Please provide a copy of your food safety policy.	

Section J –Catering Questions

53	<p>Please provide an overview of the experience your company has to operate the contract and 3 relevant case studies of similar size, complexity and style to the university incorporating the following key data:</p> <ul style="list-style-type: none"> • Organisation name and location • Client contact name, position and contact details for reference purposes. • Type of contract ie. Cost plus, performance guarantee, fixed price, concession, partnership (please provide specifics as to how the contract works) • Site populations catered for. • Summary details of on-site services and respective useage levels across the services. • A brief summary of the initiatives undertaken by your organisation and how they have had an impact in developing the services 	
54	Does your company have experience of TUPE transfer and mobilisation	<p>(If Yes please provide a case study of a similar site where a transfer was managed)</p> <p style="text-align: center;">Yes/No</p>
55	Does your company operate an open book policy in relation to purchasing and reporting	Yes (If yes please explain)/ No
57	<p>The university is underpinned by its fair, ethical and sustainable philosophy. Please indicate your current/future commitment to the following:</p> <ul style="list-style-type: none"> • Do you offer Fairtrade Goods • Do you support local producers • Do you support environmental issues • Charity donations/fund raising. • Ethical brands such as ONE water. • Ethical purchasing 	<p>Please confirm (if Yes please provide details/policy)</p> <p style="text-align: center;">Yes/No</p> <p style="text-align: center;">Yes/No</p> <p style="text-align: center;">Yes/No</p> <p style="text-align: center;">Yes/No</p> <p style="text-align: center;">Yes/No</p> <p style="text-align: center;">Yes/No</p> <p style="text-align: center;">Yes/No</p>

	• Healthy Eating	Yes/No
58	Does your company operate a training and development policy for employees	Yes (Provide Policy)/NO
59	Does your company operate an HR function	Yes (If yes please explain)/No
60	Please indicate which dietary and cultural requirements you cater for	Please confirm
	Vegetarian	Yes/No
	Vegan	Yes/No
	Allergies	Yes/No
	Food intolerance	Yes/No
	Gluten Free	Yes/No
	Diabetic	Yes/No
	Halal	Yes/No
61	Does your organisation have a Corporate Social Responsibility Policy.	Yes (If yes please enclose)/ No
62	Does your organisation operate a quality assurance policy in relation to the following:	(If yes please explain and include any relevant awards, accreditations you hold)
	Service Delivery	Yes/No
	Service Assurance	Yes/No
	Customer Relationship Management	Yes/No
	Service Support	Yes/No
	Your own performance	Yes /No

This completed questionnaire is submitted by:.....Name

In the capacity of:.....authorised to sign for and on

behalf of:.....

Signed.....

Date:.....

Please return completed questionnaire to the following address. When this form relates to a tender response, the document must be returned to the nominated address included in the tender documentation.

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