



Supplier Questionnaire

The information provided in response to this questionnaire will be held confidential by **CAFOD** for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent.

Please return signed and completed questionnaire to: **CAFOD**

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1. General Business Details

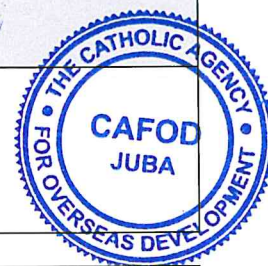


General business information:	
Organisation Name:	
Contact Name:	
Phone:	
Email:	
Fax:	
Web site:	
Principle Address:	
Registered Address:	
Payment Address:	
Registration Number:	
Year of Registration:	
VAT Number:	
Year established/taken over:	

Type of Organisation:	Public Limited Company <input type="checkbox"/>	Partnership <input type="checkbox"/>	Wholly Owned Subsidiary <input type="checkbox"/>
	Self Employed <input type="checkbox"/>	Private Company <input type="checkbox"/>	Sole Trader <input type="checkbox"/>
	Government Agency <input type="checkbox"/>	NGO <input type="checkbox"/>	Other <input type="checkbox"/>

Primary services / products of organisation: <i>manufacturing, distribution, broker, agent, service, etc</i>

Please provide address details for other sites: *branches, warehouses, offices etc*



Please provide employee totals: *details by office if multiple sites / offices*

Head office

Branch offices / warehouses etc

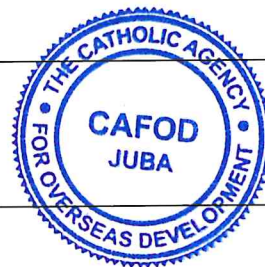
Employees who would be involved with the contract if awarded:

Name	Job title	Do they have signing capacity?	Contact details (tel number or email)

2. Financial

General financial information:

Annual Turnover (\$)	
Annual Group Turnover (\$)	
Max. business value per annum you can undertake on this contract (\$)	
What percentage is this value of your total turnover?	
Percentage of your business dealings that are Corporate.	
Percentage of your business dealings that are charity.	

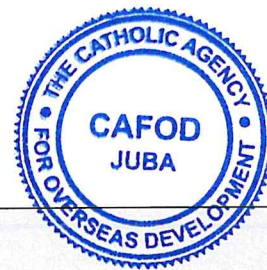


Can you provide Parent Company Guarantee, or self financed Bond Guarantee or Performance Bond?	
Can you confirm that your organisation is not involved in, or anticipating, Receivership, Voluntary Liquidation or has been declared bankrupt?	

Client reference information	
Client reference (1)	
Name of organisation	
Name of contact	
Contact telephone number.	
Contact email address.	
Client reference (2)	
Name of organisation	
Name of contact	
Contact telephone number.	
Contact email address.	

Insurance details:	
Insurer Name	
Date of Expiry	
Limit of Liability	
Threshold	

3. Logistics and Organisational Capacity



How will you handle the extra workload if you are awarded this contract?

Do you have the capacity to carry out training for our staff relating to the products tendered?

Please provide detail of your stock capacity (quantity held, facility type, container capacity etc)

How quickly can you replace / reproduce initial stock in a 'high demand' emergency?
(product / equipment, quantities available, turnaround time)

Do you have any certification for your products or comply to standards from any institutional donors? (for example, ECHO, USAID, etc). If yes, please detail donors and products

What guarantees can you give on replacement availability for stock relating to this tender?

What is your total warehousing capacity? (Cold Chain facilities? Bonded?)



What 'after hours' arrangements do you have for emergency situations?

What logistics systems do you have in place which can follow up on status of orders placed?
(i.e., computer tracking)

Please list your major clients:

1.

2.

3.

4.

4. Organisation Strategy and Quality

Does your organisation follow its own Code of Conduct for sourcing goods/services?

Detail any approvals you have for quality. (WHO, ISO, Kitemark)

Are you a member of any relevant association? If yes, please attach details or list them here

Will you be subcontracting any requirements in order to supply this contract? If yes, please attach details.

If you will subcontract work, how do you assess your subcontractors in terms of quality, competitiveness, service, liability, price, ethical standards and capacity to supply?

Do you have warranty standards for the products for which you are tendering? If yes, please attach details.

How do you ensure continual service improvement/ self-auditing/ innovation? (i.e. Training schemes, staff incentives schemes, etc. – please provide details)

Which stakeholders do you report to on labour and environmental standards? Shareholders, Customers, Suppliers, Employees, Community, Trustees, Partners, Other

5. Ethical Standards, Safety and Environment

As part of our increased understanding of and involvement in Corporate Social Responsibility, **CAFOD** has developed a Code of Conduct initiative including an Ethical Policy, which we have attached.

Are you willing to adhere to this Code?	
Do you foresee any areas of conflict here?	
Would you allow CAFOD to conduct a site visit for a social accountability audit?	
CAFOD advocates Children's Rights. Do you foresee any conflicts of interest here, considering your organisation's links to any of its other clients? How will this risk be managed?	

Has any Health and Safety assessment been carried out for your organisation in the last 12 months? Please attach details.

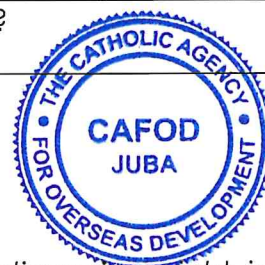
Do you have a policy to 'optimise packaging' /minimise waste?

Tick the policies to which your organisation conforms.

Policy Type	Own Organisation Standards	General Industry Standards
Environmental Management	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>
Labour Laws	<input type="checkbox"/>	<input type="checkbox"/>

	Ethical consideration:	Yes	No
a.	Do you condemn all discrimination, based on gender, race, caste, origin, religion, disability, sexual orientation, political views or age?		
b.	Is the weekly wage of your lowest-paid employee in line with country, legal and industry standards?		
c.	Do you employ home workers?		
d.	Do you have any workers under the age of 15 (minimum lowered to 14 for countries operating under the ILO Convention 138 developing-country exception)?		
e.	Do your staff have access to Collective Bargaining groups? (unions, staff representation, etc)		
f.	Do your staff have a method for feedback to management levels? (surveys, complaints box, etc)		
g.	Do any employees work in excess of 48 hours per week?		
h.	Are employees allowed at least one day off for every seven day period?		
i.	Is voluntary overtime paid at a premium rate and does not exceed 12 hours per week on a regular basis?		
j.	Are staff paid for overtime hours worked?		
k.	Do you refuse to make use of any forced and bonded labour?		
l.	Is there a Management System to make staff aware of their rights?		
m.	Are precautions taken to prevent injury/abuse in staff working conditions?		
n.	Do you provide regular health and safety worker training?		

o.	Do workers have access to bathrooms and potable water?		
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6. Declaration and Extra Attachments

*It should be noted that the answers you provide to this questionnaire might influence your potential relationship with **CAFOD**. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to **CAFOD** in writing immediately.*

This Supplier Questionnaire has been completed in accordance with the best information available at the time of reply and all requested documentation has been included. It is agreed that this questionnaire supersedes any previous information provided and that any serious inaccuracy in the information provided herein may subsequently be treated by **CAFOD** as grounds for removal from this tender process.

Name	
Signature	
On behalf of	
Position in organisation	
Date	

7. Additional information

Please note: The following documents MAY also be requested during the evaluation process.

- Brief history of organisation detailing ownership status, managerial turnover in last three years, top 10 customers and whether they are part of a consortium.
- Chart detailing the organisational structure of organisation.
- Balance sheets for past three trading years
- Manual detailing Quality Management system relevant to services/products available
- Details of BS/EN/ISO or equivalent and copy of certification and last Audit report.
- Policy/Code of Conduct – (including available policies on Quality Assessment, Equal Opportunities, Social Objectives, Health and Safety, Ethics, Diversity, Environmental Management, Training and Development, Labour laws)