



RESTRICTED - COMMERCIAL (when completed)

<b>COMPANY:</b>			
<b>OFFICE CITY/TOWN:</b>		<b>PQQ COMPLETED (date):</b>	

### Introduction

This form should be completed and certified as being accurate by one of the company's directors (preferably the Finance Director or, in the case of a partnership, a senior or controlling partner).

The completion of this form does not commit NWest in any way nor is it intended to circumvent any legal requirements required under EC Procurement Directives or Competition rules. NWest is at liberty to confirm any details entered on to the form and may request an audit of the detail giving reasonable notice.

The form only requests generic company information and project specific prequalification detail will be requested separately at the appropriate time. It is anticipated that for certain tender exercises a director of the company may be required to confirm the accuracy of the information at the given time.

The completed document may be provided either in hard copy or electronic format.

All requests for clarification or further information in respect of this PQQ should be addressed to the named contact point. No approach of any kind in connection with this PQQ should be made to any other person within, or associated with NWest.

### The Prequalification Process

This PQQ forms the first part of the process. The second part of the process is for project-specific requirements. Respondents must adhere to the format of this PQQ when answering the questions. Where questions cannot be fully answered, please provide relevant explanation and details.

### Company Declaration

I, the undersigned, confirm that the information contained in this PQQ response is correct at the time of completion. Any changes relevant to this requirement will be notified to the NWest contact concerned without undue delay.

[If you are completing this form electronically, your submission will indicate your acceptance of the above statement.]

<b>Signed</b>		<b>Date</b>	
<b>Print name</b>		<b>Position</b>	
<b>On behalf of</b>			<b>(Company name)</b>

**1 Company name**

Full company name		1.1
Previous company name (how long since name change?)		1.2

**2 Address**

<b>Registered address</b>		
Street/building/PO box		2.1
Town/city		2.2
Postal code		2.3
County/region		2.4
Country		2.5
Telephone		2.6
Facsimile		2.7
General email address		2.8
www address		2.9

<b>Order/tender address (if different from above)</b>		
Street/building/PO box		2.10
Town/city		2.11
Postal code		2.12
County/region		2.13
Country		2.14
Telephone		2.15
Facsimile		2.16
Order/tender email address		2.17

<b>Invoice address (if different from 2.10)</b>		
Street/building/PO box		2.18
Town/city		2.19
Postal code		2.20
County/region		2.21
Country		2.22
Telephone		2.23
Facsimile		2.24
Invoice email address		2.25

**3 Company registration**

Company type (eg limited, plc etc)		3.1
Country of registration		3.2
Registration number		3.3
Registration year		3.4

**Company owners**
**List of national owners**

Company name	Shareholding	
		3.5
		3.6
		3.7
		3.8
		3.9

**List of international owners**

Company name	Shareholding	
		3.10
		3.11
		3.12
		3.13
		3.14

**Associate companies**

Company name	Relationship	
		3.15
		3.16
		3.17
		3.18
		3.19

**4 Personnel**
**Executive personnel**

Name	Position (directors/partners etc)	
		4.1
		4.2
		4.3
		4.4
		4.5

**Contact persons**

Name	Job title	
		4.6
		4.7
		4.8
		4.9
		4.10

**Employees/contractors**

Year	No of employees	No of agency staff	
			4.11
			4.12
			4.13

**5 Financial information**

<b>Financial information</b>		
Financial year ending	(day/month)	5.1
Currency used in accounts		5.2
% of annual turnover to local economy		5.3
Local economic region		5.4

<b>Accounts (as registered)</b>	Latest accounting year	Previous accounting year	
Accounting year			5.5
Annual turnover			5.6
Pre-tax profit			5.7
Total assets			5.8
Current assets			5.9
Total short term liabilities			5.10
Total net assets			5.11
Issued share capital (if applicable)			5.12

**6 Insurance**

<b>Standards / insurance</b>	Public liability	Employer's liability	Professional indemnity	
Year				6.1
Value per incident				6.2
Total cumulative value				6.3
Professional indemnity coverage				6.4

**7 Standards and Policies**

Quality Assurance (QA) Standard		7.1
QA Policy Statement (limited to 100 words setting out your company's general policy on QA)		7.2
Safety Standard		7.3
List here for past year the number of : <input type="checkbox"/> Lost time accidents <input type="checkbox"/> Fatalities <input type="checkbox"/> Non-reportable incidents <input type="checkbox"/> Outstanding prosecutions <input type="checkbox"/> Previous prosecutions (last five years)		7.4
Environmental Standard		7.5
Environmental Policy Statement (limited to 100 words setting out your company's general environmental policy)		7.6