



Suppliers Register

Section 1 Company Details

1.1 Contact Details

Company Name: _____

Address: _____

Town/City: _____

Post Code: _____

Tel No: _____

Email: _____

Web Address: www. _____

Contact Person: _____

Company Description (*in no more than 50 words*):

Private Limited Company (Ltd) is a corporation with shareholders whose liability is limited by shares. This is the most common form of a privately held company.

PLC (Public Limited Company): a company whose shares can be bought and sold by the public and whose debts are limited if it fails financially.

1.2 Business Type

- | | | | |
|---------------------------|--------------------------|--------------|--------------------------|
| Limited Company | <input type="checkbox"/> | PLC | <input type="checkbox"/> |
| Partnership | <input type="checkbox"/> | Sole Trader | <input type="checkbox"/> |
| Third Sector Organisation | <input type="checkbox"/> | Co-operative | <input type="checkbox"/> |

Partnership, in effect, is the same as a sole trader with all the partners sharing responsibility for managing the business.

Sole Trader: control of the business remains with the (one) owner who is also responsible for all management decisions and any debts that are incurred.

Third Sector Organisation is any organisation that has a registered charity number, a CIC number or a social objective inherent to their company operation.

Co-Operative is a business owned and controlled equally by the people who use its services or who work at it.

1.3 Is your company a subsidiary or part of a larger group?

- No
Yes

👉 If Yes, Name of Group: _____

1.4 Number of years trading

- | | | | |
|------------------|--------------------------|------------|--------------------------|
| Less than 1 year | <input type="checkbox"/> | 1-3 years | <input type="checkbox"/> |
| 3-5 years | <input type="checkbox"/> | 5-10 years | <input type="checkbox"/> |
| 10 years + | <input type="checkbox"/> | | |

Total number of PAYE employees not sub-contractors, consultants, etc.

1.5 Total number of employees: _____

You must register for VAT if your VAT taxable turnover for the previous 12 months is more than £70,000. This figure is known as the VAT registration threshold. The threshold changes so you should regularly check your turnover against the current threshold.

1.6 Is your company VAT registered?

No Yes

1.7 Annual turnover (last full accounting year) £ _____.

1.8 Annual year end date _____

This is the council you pay business rates to.

1.9 In which local authority is your business based?

- | | | | |
|-----------------------------|--------------------------|-------------------------------|--------------------------|
| Aberdeenshire | <input type="checkbox"/> | Council Aberdeen City Council | <input type="checkbox"/> |
| Angus Council | <input type="checkbox"/> | Argyll & Bute Council | <input type="checkbox"/> |
| Clackmannanshire Council | <input type="checkbox"/> | Dumfries & Galloway Council | <input type="checkbox"/> |
| Dundee City Council | <input type="checkbox"/> | East Ayrshire Council | <input type="checkbox"/> |
| East Dunbartonshire Council | <input type="checkbox"/> | East Lothian Council | <input type="checkbox"/> |
| East Renfrewshire Council | <input type="checkbox"/> | Edinburgh City Council | <input type="checkbox"/> |
| Fife Council | <input type="checkbox"/> | Falkirk Council | <input type="checkbox"/> |
| Glasgow City Council | <input type="checkbox"/> | Highland Council | <input type="checkbox"/> |
| Inverclyde Council | <input type="checkbox"/> | Midlothian Council | <input type="checkbox"/> |
| Moray Council | <input type="checkbox"/> | North Ayrshire Council | <input type="checkbox"/> |
| North Lanarkshire Council | <input type="checkbox"/> | Orkney Council | <input type="checkbox"/> |
| Perth & Kinross Council | <input type="checkbox"/> | Renfrewshire Council | <input type="checkbox"/> |
| Shetland Islands Council | <input type="checkbox"/> | Scottish Borders Council | <input type="checkbox"/> |
| South Ayrshire Council | <input type="checkbox"/> | South Lanarkshire Council | <input type="checkbox"/> |
| Stirling Council | <input type="checkbox"/> | West Dunbartonshire Council | <input type="checkbox"/> |
| West Lothian Council | <input type="checkbox"/> | Western Isles Council | <input type="checkbox"/> |

Section 2 Processes and Policies

2.1 Does your company currently deal with any other support agencies?

No

Yes

↳ If Yes: Business Gateway Chamber of Commerce
Scottish Enterprise PSYBT
Targeting Innovation

Other, please state: _____

2.2 Does your company currently export?

No

Yes

↳ If Yes: Europe USA
Worldwide

2.3 Does your company have a Health & Safety Policy available on request?

No

Yes

↳ If Yes, when was this last updated? _____

2.4 Does your company have an Environmental Policy available on request?

No

Yes

↳ If Yes, when was this last updated? _____

2.5 Does your company have an Equality & Diversity Policy available on request?

No

Yes

↳ If Yes, when was this last updated? _____

The CHAS scheme provides information about the health and safety systems and competencies of the organisations who have been CHAS assessed or are registered as CHAS accredited. The CHAS Assessment Scheme is a government run scheme.

2.6 Is your company currently CHAS accredited?

No

Yes

Investors in People: IIP aims to improve organisational performance through better planning, implementation and evaluation of learning and development programmes across organisations of all sizes. IIP is a voluntary scheme backed by the UK Department for Education and Skills.

2.7 Is your currently company IIP accredited?

No Yes

These accreditations are a family of standards for quality management systems and are administered by accreditation and certification bodies.

2.8 Does your company have any ISO accreditations?

No
 Yes
 ↪ If Yes: 9000 9001
 13485 14000
 14001 16949
 17025 17799

Quality Assurance: is the activity of providing evidence needed to establish quality in work. Also, those activities that require good quality are being performed effectively.

2.9 Is your company QA accredited?

No
 Yes
 ↪ If Yes: Independently by UK / EU assessment body
 Independently by another QA assessment
 Implementation certification scheme
 Self-Certification scheme
 Other, please state

↪ _____

2.10 Is your company a member of any Trade Associations?

No

Yes

↳ **If Yes:** Please state (maximum 5 associations)

↳

Section 3 Tendering History

3.1 Have you previously tendered with the Public Sector?

No

Yes

↳ If Yes, how many times in the last full accounting year _____

PQQ means
Pre-Qualifying
Questionnaire.

3.2 How many submissions have progressed through PQQ? _____

3.3 How many submissions have progressed to Short List? _____

3.4 How many tenders have you won? _____

3.5 How many of these have been joint tenders? _____

3.6 Total value of tenders won? _____

Where contract has been issued from
means the location of the Organisation
issuing the contract.

Local means within own local authority
area.

3.7 Where were contract/s issued from?

Local

UK

Worldwide

Scotland

Europe

3.8 Do you request Feedback on your bids?

Sometimes

Always

No

↳ If No, why not? _____

For more information go to 'How To Win Tenders' on our website.

3.9 Is your company registered on any tender portals?

No
Yes

↳ **If Yes:** Glasgow 2014 Public Contracts Scotland
Compete4 TED
Other, please state (maximum 5 portals)

↳ _____

3.10 Does your company sub-contract?

No Yes

Section 4 Your Business Sectors

On the following categories you may now select the Product/Service in which you wish your business to be found. You may select a maximum of FIVE categories.

1.0	Business Services	
	Accountancy/Bookkeeping Services	
	PR/Media/Marketing	
	Interior Design	
	Project Management	
	Chartered Surveyors & Related	
	Architectural & Related Services	
	Communications Related	
	Cleaning/Valeting Services	
	Consultants & Business Advice	
	Dry Cleaning & Laundrettes	
	Employment/Recruitment Agencies	
	Energy Related	
	Engineering Services	
	Estate Management & Property Agents	
	Graphic Design & Desktop Services	
	IT Related: Software & Hardware	
	Legal Services	
	Metal Fabrication	
	Photographers	
	Windows & Doors Supply/Install	
	Printers/Printing Work	
	Professional Services	
	Research & Development	
	Safety Equipment Supply/Install	
	Secretarial & Office Services	
	Security Services	
	Laboratory Furniture Supply	
	Engineering/Electronics Product Supply/Distribution	
	Deliver Training	
	Catering Services/Equipment	
	Healthcare Services	
	Water Treatment Related	
	Portable Buildings/Kit Houses	
	Internet Related	
	Financial Services	
2.0	Manufacturing	
	Animal Foods Manufacturer	
	Coach Building	
	Chemicals Manufacturer	
	Textiles/Clothing Manufacturer	
	Doors & Windows Manufacture	
	Manufacture Electrical Equipment	
	Electronics Manufacturing	
	Engineering Products Manufacturer	
	Bathrooms & Kitchens Manufacturers	
	Fabricated Metals	
	Publishing Newspapers & Other Printed Forms	
	Food & Drink Manufacturer	
	Furniture Manufacturer	
	Household Goods Manufacturer	
	Machinery, Equipment & Tools Manufacturer	
	Metals & Metal Ores	
	Plastics Manufacturer	
	Raw Material Conversion	
	Signage Related/Shopfronts	
	Communications Equipment Manufacturer	
	Packaging Products Manufacturer	

3.0	Construction Related	
	Construction & Civil Engineering	
	Electricians	
	General Building Services	
	Joiners	
	Other Specialist Construction Traders	
	Painters & Decorators	
	Plasterers	
	Plumbers & Heating Related	
	Roofers	
	Glaziers	
	Flooring Related	
	Refrigeration/Ventilation Services	
	Heating Related	
	Drainage Systems Related	
4.0	Transport/Vehicle Related	
	Coach Maintenance & Repair	
	Courier & Parcel Delivery Services	
	Haulage Related	
	Maintenance & Repair of Motor Vehicles	
	Storage & Warehousing	
	Vehicle Hire	
	Coach & Bus Hire	
	Vehicle Recovery	
	Petrol Stations	
	Sale of Motor Vehicle Parts & Accessories	
	Sale of Motor Vehicles	
	Vehicle Air Conditioning	
	Taxi & Minicab Hire	
	Rail Freight Services	
5.0	Wholesale	
	Electrical Equipment Supply	
	Hardware Supplies & Repairs	
	Chemicals Supplier	
	Clothing Supplier	
	Refrigeration/Ventilation Equipment Supplier	
	Food & Beverages Supplier	
	Horticultural Related	
	Fuels & Related Products	
	Plumbing / Heating Equipment Supplier	
	Household Goods Supplier	
	Packaging Supplier	
	Metal & Metal Ores	
	Supply Cleaning Products/Equipment	
	Office Supplies and Equipment	
	Waste & Scrap Related	
	Plant, Machinery & Tools: Supply & Repair	
	Motor Vehicles & Accessories	
	Wood Related	
6.0	Other Services	
	Leisure, Sports & Social	
	Beauty Treatments	
	Children's Nurseries	
	Domestic Appliance Repairs	
	Driving Schools	
	Craft Related	
	Further Education Services	
	Funeral Services	
	Gardening & Landscape Services	
	Music Related Activities	

	Residential/Nursing Homes	
	Opticians	
	Direct Mailing Related	
	Day Care & Care Facilities	
	Social Services	
	Travel Agents	
	Vets/Animal Welfare	
	Waste Management: Disposal & Recycling	
	Exhibition Services	
	Hotels/Guest Houses	
	Agriculture/Farming Related	
	Mining & Quarrying	