



Sub – Contractor Information Pack for

365 Retail Property Care Ltd



NOTE TO CONTRACTORS

Terms and Conditions for Contractors:

- 1) The site **must** be telephoned before arrival of contractor. (Please note that a mutually agreed appointment must be made with site in advance, allowing an appropriate amount of time between the initial telephone call and the actual visit, as ringing to book the appointment for outside the site on the hope of entry is not acceptable).
- 2) Identification **must** be shown upon arrival.
- 3) Contractors **must** only work in the specified area and **not** visit any areas without knowledge or permission of the Office Manager or in their absence, Site Representative.
- 4) Appropriate language and behaviour **must** be used at all times.
- 5) Contractors **must** respect the privacy of staff at all times.
- 6) The Office Manager has the right to refuse entry to any person not adhering to the above.
- 7) Contractors **must** complete a works completion note before leaving the site. A copy to be retained by the contractor and a copy left on site.



- 8) Where 365 Retail Property Care Ltd encounter any aborted visits due to non compliance of any of the above – then 365 Retail Property Care Ltd cannot and will not be held liable for payment.

- 9) Failure to conform to any of the above terms and conditions will result in non payment of the invoice.

Whilst some may feel that the above is extreme, we cannot over emphasise the importance of adhering to the points listed.

CONTRACTORS SIGNATURE.....

Supplier Questionnaire

Should you have any queries regarding the questions below please contact us directly on 01422 317365

Name of the business (registered name shown on your accounts)

Trade Name (if this is different from above)



Trade or business address and postcode	
County	Postcode
Website	

Title	Mr		Mrs		Ms		Other (please give details)	
Last Name:					First Name:			
Position:								
Phone Number:								
Mobile Number:								
Email:								

Status					
Please indicate the status of your business by entering an 'X' in one of the boxes below.					
	Sole trader or principal		Partnership		Limited Company
	Unlimited Company		Public limited company		Limited liability partnership

Date the business was set up

Date the business became incorporated (if applicable)

Please send copy of CIS



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Does your business have any other companies in your group, including ultimate holding and associated companies?	
(for example, parent, partner, or totally or partly under common control)	Yes/No

Company or Limited liability partnership registration number

VAT number (if you have one)

Health & Safety Accreditation (delete where applicable)	
Are you a member of Construction Line – Copy of cover attached	Yes/No
Are you a member of National Britannia Safe Contractor – copy of cover attached	Yes/No
Are you CHAS Accredited – copy of cover attached	Yes/No

Health & Safety Documentation (delete where applicable)	
Health & Safety Policy – Copy attached	Yes/No
Discrimination Policy – Copy attached	Yes/No
Quality Assurance Policy – Copy attached	Yes/No



Environment Policy – Copy attached	Yes/No
Equal Opportunities Policy – copy attached	Yes/No
Sex Discrimination Policy – Copy attached	Yes/No
Disability Discrimination Policy – Copy attached	Yes/No
Racial Discrimination Policy – Copy attached	Yes/No

Please complete the following questions:	
Do you have other branch offices?	Yes/No
Does your organisation have less than 5 employees?	Yes/No
Do you only work in Northern Ireland?	Yes/No
Please state the main type of work you carry out	

Insurance Cover			
We will require the following			
Insurance type:	Name of Insurer: Policy Number:	Cover Limit:	Date of Policy:
Policy Liability Cover			
Employers Liability Cover			
Professional Indemnity			



Payment Method (Bacs)	
Bank Account Number	
Sort Code	
Name of Bank:	
Address:	

Honesty and Openness
<p>The Prevention of Corruption Acts applies to all contracts that any government department or public organisation enters into. The Acts make it a criminal offence to give or offer bribes or rewards to an employee of a government department or public organisation with the intention of influencing them in their duties. These offences could lead to loss of contracts, loss of future opportunities and prosecution under the Acts. It is also a criminal offence to knowingly supply false or fraudulent information in your application.</p>
<p>Declaration</p>
<p>I confirm that, as far as I know, the information I have is accurate. I am not aware of my financial changes to the business or any other circumstances that could harm business stability. (If you are aware of any changes, please provide full details on a separate sheet)</p>
<p>I have read and accepted the attached 365 Retail Property Care Ltd Supplier Terms</p>



and Conditions.

To be signed and authorised signatory

Name

Date

Position

Telephone Number

Signature

Please complete this application form in full and return to 365 Retail Property Care Ltd, Pear Tree Works, Hollins Mill Lane, Sowerby Bridge, Halifax HX6 2RF.

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