



PUBLIC SECTOR CONTRACTS

The public sector spends between £220bn and £240 billion each year on purchasing a huge range of goods and services. For many years, successive Governments have been promoting the idea of encouraging smaller organisations to bid for their share of this spend.

By completing this questionnaire we can see how well placed your organisation is to start bidding for your share.

If you have any questions regarding this questionnaire please contact:

Charlie Lack

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Email: charlie@westminstercompliance.co.uk

Website: www.westminstercompliance.co.uk

Contact Name:	Address:
Company Name:	Postcode:
Job Title:	
Tel:	Fax:
E-mail:	

Please answer the following questions as accurately as possible to ensure we can recommend the most appropriate service for your organisation

Are you: (please tick)											
<i>Soletrader</i>	<input type="checkbox"/>	<i>Partnership</i>	<input type="checkbox"/>	<i>LTD Co</i>	<input type="checkbox"/>	<i>LLP</i>	<input type="checkbox"/>	<i>PLC</i>	<input type="checkbox"/>	<i>Social Enterprise</i>	<input type="checkbox"/>
<i>Voluntary Sector</i>	<input type="checkbox"/>	<i>Other</i>	<input type="checkbox"/>								

<i>Main Area(s) of business:</i>

When did you start trading?

	Yes	No
Does any other organisation have financial interest in your company?	<input type="checkbox"/>	<input type="checkbox"/>
What was your turnover (ex VAT) for your last financial year?	£ <input type="text"/>	
Have you previously completed any P.Q.Q/PPQ (pre qualification questionnaires) for a public organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Have you previously won any public sector contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Do you cover a specific geographical area of less than 25 miles radius of your business?	<input type="checkbox"/>	<input type="checkbox"/>
How many people work in your organisation?	<input type="text"/>	
Do you have liability insurance?	£ <input type="text"/>	
Do you have a Health and safety policy?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Environmental policy?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Equalities policy?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any quality management systems in place?	<input type="checkbox"/>	<input type="checkbox"/>

Do you have a risk management system in place?		
Do you have any staff training procedures?		
Do you have any quality accreditations?		
If yes please provide details:		

	Yes	No
Have you previously been invited to complete & submit a tender?		
Is there a specific government department/local authority etc you are interested in working for?		
Do you have a written business plan?		

Please either email this to: charlie@westminstercompliance.co.uk

Fax to: 0843 532 0422

or post to: Westminster Compliance, 5 Elstree Way, Borehamwood, Herts, WD6 1SF