

## QMSC - Catering Tender Selection Questionnaire

Thank you for completing the Selection Questionnaire - The selection stage serves to determine who meets the suitability criteria and can be considered for the tender stage. This include basic information about your company and, if applicable, parent companies and/or subcontractors you would be planning to use.

### Status

The full details of your organisation, including everything from your company's registration and VAT number to any lists of sub-contractors and supply agreements in the business.

Contact \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Name of Company \_\_\_\_\_

Trading Name \_\_\_\_\_

Company Registration \_\_\_\_\_

VAT Registration \_\_\_\_\_

Company address \_\_\_\_\_

Website \_\_\_\_\_

Sub-contractor \_\_\_\_\_

Services Provided \_\_\_\_\_

Sub-contractor \_\_\_\_\_

Services Provided \_\_\_\_\_

Sub-contractor \_\_\_\_\_

Services Provided \_\_\_\_\_

## Finances

Evidence of your company's accounts (audited, or other) and your insurance certificates.

- Company accounts attached Y/N
- Insurance documents attached Y/N

## Quality

To demonstrate that you have adequate quality management systems in place that will ensure you fulfil the contract.

Answer – The quality management systems in place:

**Health and safety** – Risk assessments and the correct health and safety protocols are essential. Any company with more than five employees should have such a policy in place. Any industry specific certification or accreditation should be mentioned/provided here to strengthen your response .

Industry specific certification or accreditations, please list below

Description of the safety standard systems in place:

**Case studies and testimonials** – Please provide 3 previous contract examples/case studies which must be from within the last 5 years to be valid.

1. \_\_\_\_\_

Details \_\_\_\_\_

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\_\_\_\_\_

Reference attached?

2. \_\_\_\_\_

Details \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Reference attached?

3. \_\_\_\_\_

Details \_\_\_\_\_

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\_\_\_\_\_  
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Reference attached?