

## Annex 4: Supplier Appraisal

The details provided in this form will be used to evaluate your suitability to provide goods or services to the British Council.

All questions must be answered. Please do not leave blanks. You may use **None** or **Not Applicable** where appropriate and use additional sheet where required.

### General Information

Name of business			
Address			
Telephone No		Fax	
Website		Email	

### Contact details

Name	Position	Tel No/Mobile No	Email

### Company details

Plc		Ltd		Partnership		Sole trader	
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Company Reg No	
Country of registration	
Date of formation of your business	
VAT No	
Name of parent company or group	

Total number of permanent staff	
Number of staff by skill set	
Management / Supervision	
Operational	
Staff turnover as a % of total workforce	

Description of your core business

Which products/services are normally sub-contracted
Details of major sub-contractors

### Financial

Please attach your current balance sheet and income statement, as well as those for the last two years.	
Please complete the attached Ratio Analysis. Please ensure that it can be cross referenced with accounts information supplied	

Do you have the overall financial strength to bear your proportionate share of the financial obligations as a supplier to the British Council? Yes / No

## References

Who do you see as being your typical clients?

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Please list your top 5 clients and the goods/services you provided them

Client name	Details

Who do you see as being your top 3 main competitors?

Competitor name	Details

How do your products/services stack-up against the competition? (list strengths and weaknesses)

Strengths	Weaknesses

References: Please supply at least two references we may contact in relation to the goods/services delivered by your business

Company Name					
Address					
Contact Name			Tel No		Email
Number of years providing goods/services to the business					
Goods/services provided					

Company Name					
Address					
Contact Name		Tel No		Email	
Number of years providing goods/services to the business					
Goods/services provided					

## E-procurement

Do you have a website for trading with customers?

Yes

No

If yes, what is your URL (site address)?

## Quality Management

Do you operate a Quality Management System (QMS)?

Yes

No

If yes, what is the standard? (e.g. ISO)

If no, do you operate your own internal QMS?	Yes		No	
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If yes please provide details

### Environmental

Does your company have a written environmental policy?	Yes		No	
Has your company over the past 5 years been or is in the process of being investigated/prosecuted for any environmental offence?	Yes		No	
Has your company over the past 5 years been or is in the process of having any Civil action brought against it for any environmental offence?	Yes		No	
Do you audit the environmental performance of your suppliers?	Yes		No	

Please describe any measures taken by your company to preserve or protect natural resources (if none, state "none")

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### Health & Safety

Does your company have a written Health & Safety (H&S) policy?	Yes		No	
Has your company over the past 5 years been or is in the process of being investigated/prosecuted for any H&S offence?	Yes		No	
Has your company over the past 5 years been or is in the process of having any Civil action brought against it for any H&S offence?	Yes		No	
Do you audit the H&S performance of your sub-contractors?	Yes		No	

### Diversity & Equality

Is it your practice <b>NOT</b> to discriminate directly or indirectly on grounds of race, disability, gender and transgender, sexual orientation, age and religion and belief, in the provision of goods, facilities and services to the public?	Yes		No	
In the last 3 years has any finding of unlawful discrimination in ANY field been made against your organisation by an Employment Tribunal or any court or in comparable proceedings in any other jurisdictions or has your organisation been the subject of formal investigation (which had a negative finding) by relevant authorities (such as Equality and Human Rights Commission or its predecessors) on the grounds of alleged unlawful discrimination?	Yes		No	
If your answer is Yes, please advise what the unlawful finding(s) was/were and what corrective actions have been taken by your organisation as a result.				

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If you are not subject to UK law please supply details of how you or your organisation comply with equivalent legislation that is designed to eliminate discrimination and to promote equality of opportunity

### Child Protection

Does your company have a written Child Protection policy?	Yes		No	
If yes, have all staff and sub-contractors (if any) been made aware of the policy?	Yes		No	
Is the policy enforced and there are procedures and guidelines to support the policy being implemented	Yes		No	

If yes, what are the procedures?

Do you ensure that any sub-contractors you work with have a child protection policy	Yes		No	
If the sub-contractor does not have a child protection policy, are they willing to create one and enforce it?	Yes		No	

If they are not willing what is their reasoning for refusing?

Does your organisation have a process for reporting suspected abuse?	Yes		No	
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If so, what is it?

Have there ever been any child protection related incidents at your company? If so please give details (what, when, where, how many? etc)

Were these incidents followed up and closed/resolved?

### Conflicts of Interest

To the best of your knowledge is any key employee or senior management of your organisation related by blood, marriage, current or past business association or otherwise) to a Public Official? If yes, please explain

*If yes, please describe the relationship between such person(s) and the Public Official*

To the best of your knowledge, is any shareholder or any partner in your organisation or any subsidiaries of the shareholder(s) or partner(s) owned in any part by a Public Official or a



person related to the Public Official?

*If yes, please list the Public Official(s) and their percentage ownership interest.*

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To the best of your knowledge does any Public Official or a member of a Public Official's family have any interest, or stand to benefit in any way from you becoming a supplier to the British Council? If yes, please explain

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Have you or any of your key employees or senior management member of your organisation, ever been convicted of a felony or any serious crime in the country where the services will be delivered or in any other country (other than traffic violations)? Are there any legal proceedings of this nature pending?

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Declaration	
I/We hereby certify that the information supplied is accurate to the best of my/our knowledge and understanding. I/We understand and accept that false information could result in exclusion from the selected list of suppliers.	
Name	
Position	
Date	