# Standard Prequalification Questionnaire on C-Link

**Overview:** This document outlines the standard prequalification questions that your supply chain is asked on C-Link. The prequalification process is designed to gather essential company information, financial data, certifications, and other critical details to ensure compliance, reliability, and capacity to deliver projects effectively. These questions help streamline procurement workflows and maintain high standards for selecting subcontractors and suppliers.

## Prequalification Sections

### Finance:

- **Turnover:** Provide turnover figures for the last 3 financial years.
- **Profit Before Tax:** Enter the profit before tax for the latest financial year.
- **Bank Details:** Include bank name, address, sort code, and account number.
- **VAT Registration Number:** Provide your company's VAT Registration Number.
- **Inland Revenue UTR Number:** Enter your UTR if operating under the CIS scheme.
- **Collateral Warranties:** Confirm if your company is willing to enter into Collateral Warranties.
- **Performance Guarantee Bonds:** Confirm if your company can provide Performance Guarantee Bonds.
- **Order Values:** The minimum/maximum order values your company can accommodate.
- **Number of Employees:** Indicate the number of employees in your company.
- **Number of Subcontractors:** Provide the number of subcontractors working for you.

### Organisation:

- **Key Personnel:** List key people responsible for tendering, construction, commercial, health & safety, and environmental aspects in your organisation.

### Documents:

- **Insurance Documents:** Upload Employers' Liability, Public Liability (including Statement of Fact and Policy Wording), Products Liability, and Professional Indemnity certificates.
- **Accreditations:** Provide your accreditations such as Constructionline, CHAS, SMAS, SafeContractor, Considerate Constructors, FIRAS, and others.
- **Management Systems:** Upload certificates for ISO 9001, ISO 14001, OHSAS 18001, Data Protection, and Anti-Bribery policies.

- **Health & Safety:** Provide your Health & Safety policy, policy statement, and manual.
- **Health, Safety & Environmental Qualifications:** Upload the CV of your Health and Safety Manager or Consultant along with any professional qualifications such as NEBOSH, CMIOSH, GradIOSH, etc.
- **Environmental Documentation:** Upload your ISO 14001:2015 certification or equivalent environmental policies and sustainable sourcing evidence (FSC or PEFC).
- **Quality Documents:** Upload your Quality Policy, Modern Slavery Statement, and ISO 9001 certification or similar.
- **Example Documents:** Provide sample documents such as a Method Statement, Risk Assessment, and Accident Reporting Form.

---

## References:

- **Project References:** Provide recent project details that best represents your company's capabilities, including client feedback and project outcome.

---

## Company Profile:

- **Company Logo:** Upload your logo in either JPG or PNG format (max file size 500KB).
- **Company Email:** Provide your main contact email.
- **Registered Address:** Enter the registered company address.
- **Operating Address:** Provide the operational address if different from the registered one.
- **Landline Number:** Enter your company's landline phone number.
- **Mobile Number:** Enter a primary contact's mobile number.
- **Website URL:** Provide your company's website address.
- **LinkedIn Profile:** Provide your company's LinkedIn profile link.
- **VAT Registration Number:** Enter your company's VAT registration details.
- **Company Strapline:** Include your company's tagline or motto.
- **Company Description:** Briefly describe your company, its services, and expertise.

---

## Trades & Locations:

- **Trades Covered:** Specify the trades your company specialises in.
- **Operational Locations:** List the geographical regions your company serves.
- **Project Types:** List the types of projects your company typically works on.

---

This comprehensive prequalification process via C-Link helps streamline and standardise the assessment of your supply chain, ensuring that only qualified, compliant, and capable subcontractors and suppliers are selected for your projects.