D. QUESTIONNAIRE: ESSENTIAL INFORMATION & DECLARATION

Please complete and return the following information.

All personal information supplied will be treated as confidential and will be subject to data protection laws.

Please access MG ALBA's Privacy Notice for details of how we will handle and use your personal information.

Name of Organisation	
Type of Organisation (e.g., Company limited by shares, Company limited by guarantee, partnership, etc.)	
Address	
Lead contact name	
Contact details	
Telephone Number	
E-mail address	
Website address (if applicable)	
VAT Registration Number	
If your Tender is on behalf of a joint venture or consortium, please provide (a) lead name; (b) name and address of each proposed member of the consortium; (c) the percentage interests of each member; and (d) the role which each member will perform and their estimated percentage involvement.	
If you intend to use sub-contractors, please provide details of each sub-contractor (if known) and their intended role.	

Do you hold or intend to obtain the insurances indicated below, and if so, to what financial level:

- Employer's (Compulsory) Liability Insurance
- Public Liability Insurance
- Professional Indemnity Insurance

Prior to Award, MG ALBA will wish to undertake financial and business probity scrutiny in each of the following areas:

- Grounds for Mandatory Exclusion
- Grounds for Discretionary Exclusion
- Economic and financial standing
- Insurances
- Equality
- Environmental Management
- Health and safety
- Employment policies and practices (e.g., commitment to diversity and inclusion, living wage etc)

You may comment as appropriate below.

*I/We agree to abide by this Tender from the date fixed for receiving Tenders, until the Award of Contract.

*I/We understand that MG ALBA is not bound to accept the lowest or any Tender and shall not be bound to use the Contractor as a sole supplier.

Signature	
Name:	**(BLOCK CAPITALS)**
Designation	

Duly authorised to sign Tenders for and on behalf of:

Name of Tenderer	
Date	