

ANNEX B – ALL SUPPLIERS

Plan International Supplier Questionnaire

Thank you for your interest in this tender. As part of a due diligence process, we require all applicants to complete this form. As a child centred organisation Plan International promotes the rights of children and girls around the world and wishes to ensure that all companies we work with strive for the same or similar values to that which we do. Our Values outline how we should work to secure the change we want to see in the world and to achieve our [purpose](#).

We strive for a just world that advances children's rights and equality for girls, and we motivate our people and partners to:

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

The information collected via this form allows Plan International to review your company's background, ethical standards and practices. We review the information provided to assess your company's capacity, both staffing levels and financial standing, and to ensure there is no conflicts of interest. In addition to this we use the form to confirm company registration status and certifications and to ensure a geographical/ physical presence exists to enable us to comply with all local laws. The information in this form will remain confidential and will only be used during the tendering process.

If you have any questions or queries about the form, please contact Lebanon.Procurement@plan-international.org

Please note that if your company, parent company or subsidiary has any involvement in the any of the following industries or practices you will be automatically disqualified from this process.

- **Manufacture, supply or distribution of Alcohol**
- **Manufacture, supply or distribution of Tobacco**
- **Manufacture, supply or distribution of Armaments**
- **Production, distribution and/or marketing of Pornography**

Please return the completed form as part of your bid.

Name	Department	Email Address
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Part A: Your Company Information

A1. Please provide the name of your business and any parent or subsidiary companies

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A2. Please provide all addresses of your registered businesses and any parent or subsidiary companies

Registered Office	Ordering Address (if different)	Payment Address (if different)

A3. Please provide your telephone number, web site address and central email address (if applicable)

Phone	Web Site
Email	

A4. Complete the following information for your various operational locations as follows below

Office Location	Functions carried out at this location	Number of staff

A5. Please state the nature of your business and your main products / services

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A6. Please specify the product(s) or service(s) you are proposing to supply to Plan International

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A7. Please provide your company registration number, number of years in business and VAT number (or equivalent):

Company Reg. No	Years in Business	VAT Number
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A8. What is the legal status of your business?

Public Limited Company		Partnership	
Not for profit organisation		Sole Trader	
Private Company		Government Agency	
Self Employed		Other	

A9. In which country/countries are you registered and paying company taxes?

A10. Please provide of your tax status, audit findings and management actions from the past 2 years

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A11. Financial Year Dates

Please provide financial information on the following:

Company turnover and currency	
Net Income	
Net Income Growth	
Turnover of the part of the business that would supply Plan International	



Plan International business as a % of total business (current or projected)

Part B: Your Workforce

B1. How many people in total does the company employ?

B2. % of female employees / % of male employees

OFFICE USE ONLY

Supplier checks carried out within last 12 months?	Yes / No
Anti-Terrorist Check carried out?	Yes / No
Accounts Reviewed?	Yes / No
Third Party Supplier notes included?	Yes / No
Companies House Check (UK registered companies)?	Yes / No

Expected annual spend	Under 5k		£5k-£25k		Over £25k	
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Questionnaire Section	Risk Flags	Notes
A		
B		
C		
D		

Rated By:	Name		Date	
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Notes/Comments/Follow Up/Concerns