**ANNEX 2 – ALL SUPPLIERS**

**Plan International Supplier Questionnaire**

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| 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**](https://planinternational.sharepoint.com/sites/planetapps/strategy/strategy/Pages/purpose.aspx).  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 [procurement@plan-international.org](mailto: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 | | | | | | | | | | | |
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| Please return the completed form as part of your bid. | | | | | | | | | | | |
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| 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) | | | | |  |
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| A3. Please provide your telephone number, web site address and central email address (if applicable) | | | | | | | | | |  |  |
| Phone | | | | | Web Site | | | | | |  |
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| Email | | | | | | | | | | |  |
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| A4. Complete the following information for your various operational locations as follows below | | | | | | | | | |  |  |
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| Office Location | | | Functions carried out at this location | | | | Number of staff | | | |  |
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| **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 TIN number (or equivalent): | | | | | | | |  |  |
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| 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 |  |  |  |  |
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| **A9**. In which country/countries are you registered and paying company taxes? | | | | | | | | | |
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| **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 | | | | | |  | |  |  |
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| 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) | | | | | |  | |  |  |
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| **Part B: Your Workforce** | | | | | | | | | |
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| |  |  |  |  | | --- | --- | --- | --- | | **B1**. How many people in total does the company employ? |  |  |  | |  |  |  |  | | | | | | |  | |  |  |
| **B2**. % of female employees / % of male employees | | | | | |  | |  |  |
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| **B2.2** Is your organisation a Gender Responsive Enterprise? Yes/ No  If yes, please provide details and include any robust gender equality initiatives in place e.g. Women Empowerment Principles signed (<https://www.weps.org/>), gender equality policy and other programmes implemented   |  | | --- | |  | | | | | | |  |  |  |  |
| *Plan International defines Gender- Responsive Enterprise as one that meets criteria for integrating gender equality and women’s empowerment principles in its policies and practices that are in alignment with international norms and standards. This could be:*   1. *A Women-Owned Business: A legal entity in any field that is more than 51% owned, managed and controlled by one or more women.* 2. *A Women-led business: A legal entity in any field that has a minimum of 50%women representation in management with senior-level, strategic decision-making capabilities.* 3. *A Gender-responsive business: Legal entity that actively promotes gender equality and empowerment of women and young women through their policies and labour practices.*   **B3.** Provide your staff turnover per annum for the last 3 years | | | | | |  | |  |  |
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| **B4**. Does your company have any of the following policies or statements? Please provide copies: | | | | | | | |  |  |
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| Harassment in the workplace / Grievance / Bullying | | |  |  | Social Objectives | |  |  |  |
| Training and Development | | |  |  | Health & Safety | |  |  |
| Employee Conflict of Interest | | |  |  | Diversity |  |  |  |
| Environmental | | |  |  | Equal Opportunities | |  |  |
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| **B5**. What % of your workforce are on the minimum wage? | | | | | | |  |  | | |  |  |
| **B6**. Are you a living wage employer? | | | | Yes / No | | | | | | |  |  |
| **B7**. If not, do you have plans to become a Living Wage Employee in the next 12 months? | | | | | | | | Yes / No | | |  |  |
| **B8**. What % of your workforce are on the Living Wage? | | | | | | |  |  | | |  |  |
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| **B12**. What is the youngest age at which someone can be employed by the company? | | | | | | | | | | |  |  |
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| **Part E : Continuous Improvement** | | | | |  | |  |  | |  | |  |  | |
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| **E1**. What actions are currently taking place or planned in the next year relating to any of the areas mentioned in this questionnaire. | | | | | | | | | | | |  |  | |
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| a) In your company | | Progress | | | | | | | | | |  |
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| Plan | | | | | | | | | |  |
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| b) In your sourcing from suppliers | | Progress | | | | | | | | | |  |
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| Plan | | | | | | | | | |  |
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| **E2**. Declaration (to be completed by senior manager responsible for governance and ethics. Please insert electronic signature or type name). | | | | | | | | | | | |  |  | |
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| I confirm that all the information given is accurate. For and on behalf of the supplier: | | | | | | | | | | | |  |  | |
|  |  |  |  | |  | |  |  | |  | |  |  | |
| Signature | | | | | Name | | | | | | |  |  | |
|  |  | |
| Position | | | | | Date | | | | | | |  |  | |
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| **OFFICE USE ONLY** | | | | | | | | | | | |
| Supplier checks carried out within last 12 months? | | | | | | | | | | | Yes / No |
| Anti-Terriorist Check carried out? | | | | | | | | | | | Yes / No |
| Expected annual spend | | Under 5k |  | | £5k-£25k | |  | Over £25k | |  | |  |
| Questionnaire Section | | Risk Flags | | Notes | | | | | | | |
| A | |  | |  | | | | | | | |
| B | |  | |  | | | | | | | |
| C | |  | |  | | | | | | | |
| D | |  | |  | | | | | | | |
| Rated By: | Name |  | | | | Date | | |  | | |
| Notes/Comments/Follow Up/Concerns | | | | | | | | | | | |
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