**Supplier Questionnaire**

The purpose of this questionnaire is to gather standardised supplier-related information. Your information will be treated as strictly confidential and will be used by us to include you in the list of bidders for any request for quotation or tender offer corresponding to your portfolio. Please complete the questionnaire and send it to: Procurement-europe.de20@faber-castell.com.

Content

[General information 1](#_Toc77602845)

[Employees 2](#_Toc77602846)

[Insurances 3](#_Toc77602847)

[Financial information 3](#_Toc77602848)

[Quality management 4](#_Toc77602849)

Environmental [management 4](#_Toc77602850)

[Corporate Social Responsibility 5](#_Toc77602851)

[Product range 6](#_Toc77602852)

# General information

**Contact person** (person available for queries)

Title: Click or tap to enter text.

First name: Click or tap to enter text.

Last name: Click or tap to enter text.

Role/Position: Click or tap here to enter text.

Telephone number incl. area code: Click or tap here to enter text.

E-Mail: Click or tap here to enter text.

**General company information**

Company name: Click or tap here to enter text.

Previous company name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Address Line 2: Click or tap here to enter text.

Postal code/City: Click or tap here to enter text.

Country: Click or tap here to enter text.

Company (central) telephone number incl. area code: Click or tap here to enter text.

E-Mail: Click or tap here to enter text.

Company homepage: Click or tap here to enter text.

DUNS no.: Click or tap here to enter text.**General legal information**

Year of foundation: Click or tap here to enter text.

Business Registration number: (if applicable): Click or tap here to enter text.

VAT registration number: (if applicable): Click or tap here to enter text.

Country of registration: Click or tap here to enter text.

Currency of share capital: Click or tap here to enter text.

Share capital in thousands: Click or tap here to enter text.

**Owner(s)/Share holders**

Please indicate the 3 main companies or persons that hold shares in your company. Name of company or person: Click or tap here to enter text.

Share in per cent: Click or tap here to enter text.

Name of company or person: \* Click or tap here to enter text.

Share in per cent: Click or tap here to enter text.

Name of company or person: \* Click or tap here to enter text.

Share in per cent: Click or tap here to enter text.

**Contract design**

Do you recognise German law as the governing law for the drafting and execution of contracts? Yes [ ]  No [ ]

# Employees

**Number of employees**

Please indicate the number of employees in your company for the last 3 years.

|  |  |  |
| --- | --- | --- |
| **20**Click or tap here to enter text. | **20**Click or tap here to enter text. | **20**Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# Insurances

**Public liability insurance**

Has your company taken out public liability insurance for damages caused in the Federal Republic of Germany? Yes [ ]  No [ ]

If “Yes“, please provide further information below:

Name of the insurance company: Click or tap here to enter text.

Currency: Click or tap here to enter text.

Personal injury coverage amount: Click or tap here to enter text.

Property damage coverage amount: Click or tap here to enter text.

Financial loss coverage amount: Click or tap here to enter text.

**Additional information on "insurances"**

Are you a member of a professional association? Yes [ ]  No [ ]

If “Yes“, please name the professional association:

Click or tap here to enter text

# Financial information

**Key business figures**

Please provide information on your company’s business development here. Please provide details for the last three years:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **20** Click or tap here to enter text.  | **20**Click or tap here to enter text. | **20**Click or tap here to enter text. |
| Currency | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Turnover | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Earnings before taxes (EBIT) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Total assets | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equity | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equity ratio in per cent | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# Quality management

**Quality management**

Has your company implemented a quality management system (QMS) such as e.g.

ISO 9001 or a similar QMS? Yes [ ]  No [ ]

If “Yes“, which QMS standard does your company meet (e.g. EN ISO 9001:2000)?

Quality management system: Click or tap here to enter text.

Is your QMS certified? Yes [ ]  No [ ]

If “Yes“, certified by: Click or tap here to enter text.

# Environmental management

**Environmental management system**

Does your company have a documented environmental management system in place such as e.g.

ISO 14001, EMAS or similar environmental management systems? Yes [ ]  No [ ]

If “Yes“, which standard does your environmental management system meet?

If others, namely: Click or tap here to enter text.

Has your environmental management system been verified or certified? Yes [ ]  No [ ]

If “Yes“, which accredited certification body certified it? Click or tap here to enter text.

Corporate Social Responsibility

**Labour policy standards**

Does your company have documents or demonstrable labour practices that comply with internationally recognised labour standards\*)? Yes [ ]  No [ ]

\*) This includes statements on forced labour, the right to form trade unions, non-discrimination rules (race, national origin, creed, disability, political affiliation, age), the use of unfair disciplinary procedures, compliance with laws and regulations on working hours, payment of legally prescribed minimum wages and safety measures to prevent workplace accidents.

**Bribery and corruption**

Is there evidence that a procedure has been implemented in your company which ensures that your company’s labour practices do not allow any kind of bribery or corruption? Yes [ ]  No [ ]

If “Yes“, which standard does your environmental management system meet?

If others, namely: Click or tap here to enter text.

Product range

**Your range of products and services**

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.
5. Click or tap here to enter text.
6. Click or tap here to enter text.
7. Click or tap here to enter text.
8. Click or tap here to enter text.
9. Click or tap here to enter text.
10. Click or tap here to enter text.

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. |

Place, date First and last name