



## Supplier Self-Disclosure Company Information (General)

### Section 1: General Information

Information about the company (general data)			
Company / name		Website	
Legal form		Email	
Street / P.O. box		Phone	
Postal code, city		Fax	
Country		Commercial register entry (Attach excerpt)	
VAT ID no. / tax no.		Register court	
Is your company a construction service provider as defined under § 13 b Value Added Tax Act (UStG)?	Yes Please attach certificate of exemption from the financial authorities		

Bank details			
Credit institution		IBAN	
BIC (11 digits)		Terms of payment	

Contact person				
Function	Name	Phone	Fax	Email
Managing Director				
Sales				
Financial accounting				

Please specify other authorised representatives with function and contact information

Information about the company (company size)			
Order year	Order turnover in €	Number of employees (permanent staff)	Number of employees (total incl. labour leasing/temporary staff)



## Supplier Self-Disclosure Company Information (General)

### Company profile

Brief presentation: company size, products, sales structure, sectors, group affiliation

### Reference projects

Order year	Project description	Clients	Project volume in €

### Qualifications, certificates, proof of suitability

Please tick as appropriate and attach supporting documents

Waste management facility acc. to Waste Management Facility Directive (EfBV)	Hot-dip galvanizing DIN 1461
Electricians acc. to German Social Accident Insurance (DGUV) Provision 3	DAST 022 AMS acc. to LASI LV 21/22
Proof of machines/vehicles operation ability	Specialist company acc. to Water Resources Act (WHG)
Welding certificate EN 1090/2 EXC:	GW 129
Other:	Other:

### Section 2: Further Information

General company data		
Other locations		
Yes	No	Please tick or provide further details as appropriate
		<p>Has your company taken out business liability insurance? -&gt; Please attach proof</p> <p>Amount of personal injury cover: Amount of material damage cover: Amount of financial damage cover: Amount of cover for loss of activities:</p>
		<p>Is your company a construction service provider as defined under § 13 b Value Added Tax Act (UStG)? -&gt; Please attach certificate of exemption from the financial authorities</p>
		<p>Are permits available for installation work in supply networks? Which? -&gt; Please attach proof</p>
		<p>Does your company use subcontractors? (pls. notice clause 2.3 of the <a href="#">AGB Werkvertrag</a>) Sectors / branches:</p> <p>Are suitable selection procedures in place for this:</p>
<p>What professional associations is your company a member of? Risk rating:</p>		
<p>Please state your major customers / sales regions:</p>		
<p>Please state your major suppliers:</p>		

Please indicate your CAD systems, formats			
Please tick as appropriate			
CATIA Export	Version:	CATIA V4	Version:
VDAFS	Version:	DXF	Version:
IGES	Version:	STEP	Version:
IDEAS	Version:	Other:	Version:

## Supplier Self-Disclosure

### Company Information (Extended)

Information about work safety		
Yes	No	Please tick or provide further details as appropriate
		Has your company had reportable accidents at work in the past year? Number:                      Which: -> Please attach descripton/analysis of the accident
		Does your company use a certified work safety management system? Which? * -> Please attach certificate
* With a certified work safety management system (e.g. according to DIN EN ISO 45001, SCC, BS OHSAS 18001) the following points do not apply.		
		Has your company appointed a safety specialist acc. to German Social Accident Insurance (DGUV) Provision 2? Name of the safety specialist:
		Has your company appointed sufficient safety officers acc. to German Social Accident Insurance (DGUV) Provision 1? Number:
		Are risk assessments created and implemented acc. to the Work Safety Act (ArbSchG), German Social Accident Insurance (DGUV) Provision 1, Health and Safety at Work Act (BetrSichV)? -> Please attach examples
		Are your employees instructed regularly (min. annually) about work safety acc. to DGUV Provision 1, Work Safety Act (ArbSchG), Health and Safety at Work Act (BetrSichV)? Subjects:
		Is your work equipment regularly tested acc. to the Health and Safety at Work Act (BetrSichV) ? Which?
		Are operational and work instructions available and known acc. to legal and operational requirements? (Hazardous Substances Act (GefStoffV), Health and Safety at Work Act (BetrSichV), German federal regulations)? -> Please attach examples
		Did you have any work accidents last year that were subject to mandatory reporting? Number:                      Which: -> Please attach a short description

Information about quality management		
Yes	No	Please tick and/or provide further details as appropriate
		<p>Does your company use a certified quality management system? Which? ** -&gt; Please attach certificate</p>
<p>** With a certified quality management system the following points do not apply.</p>		
		<p>Has your company appointed a quality management officer (QMO)? Name of the QMO:</p>
		<p>Does your company implement complaint and fault management?</p>
		<p>What quality assurance measures do you use as part of your service or product delivery:</p>



## Supplier Self-Disclosure Company Information (Extended)

### Information about environmental protection

Yes	No	Please tick and/or provide further details as appropriate
<input type="checkbox"/>	<input type="checkbox"/>	Does your company use a certified environmental protection management system? Which? *** -> Please attach certificate
*** With a certified environmental protection management system the following points do not apply.		
<input type="checkbox"/>	<input type="checkbox"/>	Has your company appointed an environmental protection officer (EPO)? Name of the EPO:
<input type="checkbox"/>	<input type="checkbox"/>	Please state the environmentally relevant aspects of your business:
<input type="checkbox"/>	<input type="checkbox"/>	What environmental permits do you hold?



## Supplier Self-Disclosure Declaration of Commitment

I/we confirm that

1. The information provided in this supplier self-declaration is accurate and complete, in particular as regards our expertise, performance, and reliability.
2. Changes to the above information will be communicated automatically and promptly to Cteam.
3. Misrepresentations made either knowingly or negligently may lead to immediate exclusion from the tender proceedings and immediate blocking of existing orders from Cteam.
4. I/we and Cteam will collect, process and use personal data for purposes of the execution of the order in accordance with the regulations of the Federal Data Protection Act (BDSG).
5. No insolvency proceedings or similar statutory proceedings have been instituted against our assets or are pending, or that application for insolvency was refused due to lack of assets.
6. My/our company is not in liquidation.
7. My/our business account(s) are managed properly and according to agreement, the overall financial conditions are orderly and due invoices are paid on time.
8. I/we have not committed serious, proven misconduct, which places my/our reliability as a supplier and/or tenderer in question.
9. I/we have properly fulfilled our tax and contribution payment obligations, as well as contributions to statutory social security.
10. I/we have not been issued with a term of imprisonment of more than three months or a fine of more than 90 daily rates or a fine of more than EUR 2,500 in the last two years acc. to § 21 para 1 sentence 1 or 2 of the Illegal Labour Act (SchwarzArbG) or acc. to § 6 sentence 1 or 2 of the Employee Assignment Act (AEntG).
11. I/we fulfil the commercial conditions for provision of the offered services.
12. I/we have properly registered myself/ourselves with the relevant trade association.
13. During production and, if necessary, finishing of the products offered by me/us, consideration is given to the internationally valid social standards.
14. In event of an order, the services to be delivered comply with environmental standards.



## Supplier Self-Disclosure Declaration of Commitment

15. I/we will read, accept and be liable for observing the Code of Conduct of Cteam.  
([www.cteam.de](http://www.cteam.de))
16. I/we hold all rights to manufacture, use and sell the subject of the contract and that in this context no process connected with property right infringement is pending or expected.
17. I/we reliably protect all information explicitly marked as confidential (concerning business, financial, technical, scientific or other concerns, including specifications, designs, plans, drawings, data, process engineering and all other information) or information, which is recognisably confidential in nature, against unauthorized access by unauthorized employees or third parties.
18. I/we will obligate all persons involved in the processing or fulfilment of the contract accordingly and provide proof of this obligation to Cteam upon request. This applies to the preceding items 4 and 17.

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(Place, date)

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(Company stamp / names and signature or simple electronic signature)



## Supplier Self-Disclosure Minimum Wage Compliance Declaration

Company / name	
Legal form	
Street / P.O. box	
Postal code, city	
Country	
VAT ID no.	

I/we hereby declare that

1. My/our employees (with the exception of apprentices and trainees, with employment of up to 3 months) are not paid less than the minimum wage in accordance with the Minimum Wage Act (MiLoG).
2. Subcontractors or employment agencies contracted by me/us are carefully selected and I/we issue a declaration of commitment in terms of this declaration as is the case for all other subcontractors and their employment agencies.
3. I/we, as well as the subcontractors and employment agencies contracted by me/us, fulfil the requirements acc. to the Minimum Wage Act (MiLoG) and I/we monitor payment of the minimum wage by these parties.
4. I/we retain and make available, at all times, the documentation (complete and verifiable) required to properly observe the record-keeping obligations incumbent upon me/us in accordance with the Minimum Wage Act (MiLoG). This also applies for the subcontractors and employment agencies under contract from me/us.
5. I/we grant you, in the context of business relations, an immediate right of extraordinary and contractual cancellation for all contracts, if I/we breach our preceding declarations and obligations.

In addition, I/we confirm that my/our company is not excluded from public procurement procedures due to a breach of the Minimum Wage Act (MiLoG).

\_\_\_\_\_  
(Place, date)

\_\_\_\_\_  
(Company stamp / names and signature or simple electronic signature)