Vendor Questionnaire

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INTRODUCTION

The information you provide will only normally be shared with people involved in purchasing for Institutions within the UK Education Sector who have a relevant need to review the data for their organisations in relation to essential information gathering / distribution and legislation compliance. It should be noted however that such bodies may be required to disclose any information contained in any questionnaire in response to a Freedom of Information Act request, it cannot be guaranteed therefore that this data will not fall into the public domain.

By completing this document, the person completing it is confirming that the data entered is correct, to the best of their knowledge and that they are authorised to complete this document on behalf of their organisation.

The answer format required is included for most questions. Please complete your answers only in the right hand column (please do not write or change in any way the left or middle columns – your answers will be evaluated against only the original questions, not any changes made to them). Where options are presented, please delete those which do not apply.

PLEASE COMPLETE ONLY REQUIRED SECTIONS & QUESTIONS Not all sections of this questionnaire are required to be completed, please complete those sections as indicated in the column opposite.	Completion Required?	Questions to be completed on this occasion
G – General Background Information	YES [enter YES or NO before issuing to vendors for each section]	[enter ALL or specific question numbers for each if not all is required]
F – Financial	[YES or NO]	[All or specific]
H – Health & Safety	[YES or NO]	[All or specific]
Q – Quality Assurance	[YES or NO]	[All or specific]
D – Diversity & Equality General	[YES or NO]	[All or specific]
DH – Diversity & Equality High Relevance	[YES or NO]	[All or specific]
C – Corporate Responsibility	[YES or NO]	[All or specific]
E – Environmental	[YES or NO]	[All or specific]
W – WEEE Directive	[YES or NO]	[All or specific]
R – RoSH Directive	[YES or NO]	[All or specific]
V – Verification	[YES or NO]	[All or specific]
Declaration	[YES or NO]	[All or specific]

G	**GENERAL BACKGROUND INFORMATION** x	x
G1A	Company Name (Registered and Trading if different)	
G1B	Date Established	
G1C	Completed by (contact name)	
G1D	Company Registered Address	
G1E	Company Trading Address (if different)	
G1F	Telephone number (switchboard)	
G1G	Fax Number	
G1H	Corporate Website Homepage Address	
G1I	Company Registration Number	
G1J	Company VAT Number	
G1K	D&B Code (if known)	
GIL	What is the legal status of your Organisation? (eg Sole Trader, Limited Liability Company, Public Liability Company, Charity, mutual, etc)	
G1M	How many employees does your organisation have? (approximately)	
G2	Is your organisation part of a commercial group, a subsidiary company or parent company or any other multi-legal-entity organisation?	YES / NO
	If yes, please advise name of parent and/or child organisation/s	
	If Yes, which of your employment policies are determined by you and which apply to all firms/organisations within the wider organisation structure? (All/None/list)	

G3	Is your organisation an ethnic minority business (50% or more of which is owned by members of one or more ethnic minority groups, or, if there are few owners, where at least 50% of the owners are members of one or more ethnic minority groups)? Please see http://www.cre.gov.uk/gdpract/em_cat_ew.html	YES / NO Not known as PLC/ Mutual /Charity Do not wish to disclose (acceptable answer)

F	**FINANCIAL INFORMATION**	
F1	Please provide your company's financial data for the last three years.	
F1A	Year Ending (3 years ago)	Year:
F1B	Turnover 3 Years Ago	
F1C	Net Profit (Loss) 3 Years Ago	
F2A	Year Ending (2 years ago)	Year:
F2B	Turnover 2 Years Ago	
F3C	Net Profit (Loss) 2 Years Ago	
F3A	Year Ending (last full year)	Year:
F3B	Turnover Last Full Year	
F3C	Net Profit (Loss) Last Full Year	
F4	In the last full year, what proportion of your turnover refers to the supply of the goods / services which you now propose to supply to the University?	_____%
	All payments from the University are made under University standard payment terms via the BACS system, please therefore complete the following in order to ensure timely payment of invoices. Please ensure that your first invoice has these details included on the invoice for verification purposes.	
F5	Bank Name & Address	

F6	Sort Code	
F7	Account Number	

X2 X2

H	**HEALTH & SAFETY**	
H1A	Are hazardous substances to be offered in the potential tender / tender for which you are completing this questionnaire?	YES / NO
H1B	Are Product Safety Data sheets available?	YES / NO / NOT APPLICABLE IF YES, PLS ATTACH COPIES
H1C	Are Product Assessment sheets available?	YES / NO / NOT APPLICABLE IF YES, PLS ATTACH COPIES
H2	Which products require special disposal procedures?	PLS STATE: DETAILS ENCLOSED / NOT APPLICABLE
H3	Are all items of equipment to be supplied that require a CE Mark, so labelled?	YES / NO / NOT APPLICABLE
H4	Is there a Health and Safety Policy in place at all relevant locations in the supply chain and is appropriate training provided?	YES / NO
H5	Are written risk assessments and method statements in place for areas of significant risk?	YES / NO IF YES, PLS PROVIDE AN EXAMPLE
H6	How many accidents (notifiable to the HSE) have you had in the last 3 years?	

Q	**QUALITY ASSURANCE**	
Q1A	Are your quality management systems for the manufacture and/or supply of goods or services in this tender certified to ISO9000?	YES / NO
Q1B	Are your quality management systems for the manufacture and/or supply of goods or services in this tender certified to ISO9001?	YES / NO
Q1C	Please state certifying body and certificate number (& attach a copy of the certificate)	
Q2	If **ISO9001** quality management systems are NOT in place in your organisation, are other quality assurance systems / processes in place in your organisation?	YES / NO IF YES, PLS PROVIDE COPIES OF THOSE APPLICABLE.

D	**DIVERSITY & EQUALITY - General Equality Information – all vendors** In order that we may make an assessment of your current Diversity & Equality status, please provide answers to the following questions. Please ensure that any supporting documentation is clearly marked with the name of the respondent and the number of the question to which the response refers.	
D1	Is it your practice NOT to discriminate directly or indirectly on grounds of race, disability, gender and transgender, sexual orientation, age and religion and belief in the provision of goods, facilities or services to the public?	YES / NO
D2	Is it your practice to promote equality in the provision of goods, facilities or services to the public?	YES / NO

D3	In the last 3 years has any finding of unlawful discrimination in ANY field been made against your organisation by the Employment Tribunal, The Employment Appeal Tribunal or any court or in comparable proceedings in any other jurisdictions or has your organisation been the subject of formal investigation (which had a negative finding) by relevant authorities (such as the Equality and Human Rights Commission or its predecessors) on the grounds of alleged unlawful discrimination? If the answer is Yes, please advise what the unlawful finding(s) was/were and what corrective actions have been taken by your Company as a result.	YES / NO IF YES, PLS ATTACH DETAILS
D4	In the last three years has any contract with your organisation been terminated on grounds of your failure to comply with either or both of: i) Legislation prohibiting discrimination or ii) Contract conditions relating to equal opportunities in the provision of goods, facilities or services? If yes, provide details of each occasion and state the corrective action you have taken.	YES / NO IF YES, PLS ATTACH DETAILS

DH	**DIVERSITY AND EQUALITY - Additional questions for vendors / potential vendors offering goods and/or services that are deemed to be highly relevant in relation to diversity & equality legislation.** Note: If you are a One Person Business (i.e. no employees except owner) then select OPB when given that option	
DH1	Is your approach to equality and diversity set out in:	
DH1A	Instructions to those concerned with recruitment, selection, remuneration, training and promotion?	YES / NO / OPB
DH1B	Documents available to employees, recognised trade unions or other representative groups of employees? (e.g. induction, training, newsletters, web etc).	YES / NO / OPB
DH1C	Recruitment advertisements or other literature?	YES / NO / OPB
DH2	Are your staff with managerial responsibilities required to	YES / NO / OPB

	receive mandatory training on equal opportunities?	
DH3	Do you observe, as far as is possible, the relevant authorities (such as the Equality and Human Rights Commission or its predecessors) Codes of Practice for Employment, or equivalent code of statutory guidance issued under equivalent legislation in another country, which gives practical guidance to employers and others on elimination of unlawful discrimination and the promotion of equality of opportunity in employment, including monitoring of workforce matters and steps that can be taken to encourage members of all parts of society to apply for jobs or take up training opportunities? If yes, please supply evidence to support your answer. Evidence may be examples or copies of documents such as your equality, diversity or equal opportunities in employment policy, documents containing instructions to staff, or outlining arrangements for advertisements, recruitment, selection, access to training, opportunities for promotion, copies of recruitment advertisements, extracts from staff handbooks, or other materials that demonstrate your organisations commitment to race equality.	YES / NO / OPB IF YES, PLS ATTACH DETAILS
DH4	Is it your policy as an employer to comply with relevant equality legislation to positively challenge discrimination on grounds of race, disability, gender and transgender, sexual orientation, age and religion and belief and to promote equality in line with either UK legislation or equivalent legislation which applies in the countries in which your company employs staff?	YES / NO/OPB
DH5	Do you have a process in place to allow for tailoring your offering of goods and services to meet the needs of different racial / social groups?	YES / NO / Not Applicable

C	**CORPORATE RESPONSIBILITY**	
C1	Has your company developed a community investment strategy?	YES / NO

C2	Does your organization undertake community investment programmes?	YES / NO
C3	If yes, state the form of investment (e.g. Cash, Staff time, Gifts in kind, Management time)?	
C4	Has the development of your community investment strategy included a review of sourcing/purchasing, e.g. local sourcing, sourcing from disadvantaged communities - disabled, ethnic minorities etc.?	YES / NO
	Labour Rights in the Supply Chain. The following questions are applicable to companies who have supply chains extending beyond developed countries.	
C5	***Labour Rights in the Supply Chain.***	YES / NO
C6	Do you monitor your suppliers' operations/facilities to assess their compliance with your supply chain policy or directly with the ILO Conventions on Labour Rights?	YES / NO
C7	If yes, state how you monitor	
C8	Does your company have plans in place in the event that labour rights concerns are identified in your supply chain?	YES / NO

X7 X7

E	**ENVIRONMENTAL**	
E1	Do you operate to any environmental management standard (e.g. ISO14001 or equivalent)?	YES / NO
E2	Certifying body & Certificate Number (& attach a copy of the certificate)	

E3	Is there an Environmental Policy in place?	YES / NO IF YES, PLS ATTACH A COPY
E4	Have you had any enforcement notices or prosecutions by the Health & Safety Executive or Environment Agency (or similar bodies in countries in which you operate) in the past 3 years?	YES / NO IF YES, PLS PROVIDE DETAILS
E5	What are the key environmental impacts of the products and services that you would offer and what action have you taken to minimise these? Please only provide information that you haven't given in answer to the questions below.	PLS PROVIDE DETAILS
E6	What percentage of the goods quoted for potential supply against any resulting contract are manufactured from re-cycled materials?	_____% / NOT APPLICABLE
E7	What percentage of the material content of the goods quoted for potential supply against any resulting contract, are made from materials that can be re-cycled?	_____% / NOT APPLICABLE
E8	What percentage of your packaging is made from re-cycled materials?	_____% / NOT APPLICABLE
E9	Can your packaging be collected after delivery so that you can re-use or recycle?	YES / NO / NOT APPLICABLE
E10	What are you doing to reduce the hazardous material content of the products supplied under this contract?	
E11	Are any of the products on this contract eco labelled? (if yes, please state which ones)	YES / NO / NOT APPLICABLE
E12	Describe any special arrangements you have for waste disposal which ensure minimisation of environmental pollution. *(If none, state 'none')*	DETAILS ENCLOSED / NONE / NOT APPLICABLE
E13	Describe any measures taken by your company to preserve or protect natural resources. *(If none, state 'none')*	DETAILS ENCLOSED / NONE
E14	Does your company have a carbon management policy, if so please attach a copy and detail how you apply this policy to achieve carbon reductions If not please detail how your company has obtained or is	YES/NO DETAILS ENCLOSED / NONE

	seeking to obtain the CarbOn Trust Standard. (www.carbontruststandard.com)	
E15	Can you provide any of the following for a good or service potentially being procured: a) A relevant Carbon Reduction Label for the good or service? b) A certified product carbon footprint, for example PAS2050 or equivalent? http://shop.bsigroup.com/en/Browse-by-Sector/Energy--Utilities/PAS-2050/ c) Another form of product carbon footprint? d) No product carbon footprint? Please provide details	YES/NO DETAILS ENCLOSED / NONE

W	**WEEE Directives (Waste Electrical and Electronic Equipment EU Directives)**	
W1	If you are classed as a producer under the WEEE Regulations 2006, please detail who it is intended will take responsibility for the collection, treatment, recovery and environmentally sound disposal of WEEE under the Contract?	DETAILS ENCLOSED / NONE /NOT APPLICABLE
W2	If not classed as a producer under the WEEE Regulations 2006, please detail who, it is intended, will take responsibility for the collection, treatment, recovery and environmentally sound disposal of WEEE under the Contract?	DETAILS ENCLOSED / NONE /NOT APPLICABLE
W3	If your organisation has registered with a scheme as a producer of Waste Electronic and Electrical Equipment (WEEE) please provide details of your producer registration number, the scheme name and the scheme registration number.	REGISTRATION NUMBER: NOT PROVIDED/NOT APPLICABLE
W4	If you or a scheme will take responsibility for the collection, treatment, recovery and environmentally sound disposal of WEEE under the WEEE Regulations 2006, what procedures does your organization or scheme have, including for reuse of whole appliances.	DETAILS ENCLOSED / NONE /NOT APPLICABLE

W5	If classed as a producer, please state what information your organisation proposes to provide with regard to your products to assist with the reuse, recycling and recovery of types of new equipment in accordance with your obligations under WEEE and how will this information be provided to us?	DETAILS ENCLOSED / NONE / NOT APPLICABLE
W6	If not classed as a producer, please state what information your organisation proposes to provide with regard to the supplied products to assist with the reuse, recycling and recovery of types of new equipment and how will this information be provided?	DETAILS ENCLOSED / NONE / NOT APPLICABLE
W7	If classed as a producer and you have registered yourself as a scheme, please provide details of yours or your scheme's authorised treatment facility/facilities.	DETAILS ENCLOSED / NONE / NOT APPLICABLE
W8	If classed as a producer, please detail your organisation's approach to product design to facilitate reuse, recycling and recovery of WEEE, its components and materials, and provide relevant examples.	DETAILS ENCLOSED / NONE / NOT APPLICABLE
W9	If classed as a distributor, please detail what information you would provide regarding products to be supplied to facilitate reuse, recycling and recovery of WEEE, its components and materials, and provide relevant examples.	DETAILS ENCLOSED/NONE/NOT APPLICABLE
W10	Has your organisation been served with any enforcement compliance notices under the terms of the WEEE 2006 regulations by the relevant enforcement authority in the past two years? If yes, please detail how you remedied the situation to the satisfaction of the relevant authority	YES/NO/NOT APPLICABLE
W11	Has your organisation been convicted or fined for any breach of the WEEE 2006 regulations in the past two years? If yes, please detail the steps you have taken to remedy the situation	YES/NO/NOT APPLICABLE

R	**Restriction of Hazardous Substances in Electrical and Electronic Equipment**	

R1	Please confirm that your organisation will ensure that its products comply with the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2006 (ROHS)	YES/NO/NOT APPLICABLE
R2	Please detail any of your products that relate to this tender that you consider would be exempt under the terms of the ROHS Regulations 2006	DETAILS ENCLOSED / NONE / NOT APPLICABLE
R3	Does your organisation import any ROHS products from outside of the EU? If yes, please detail how your organisation will ensure that any such products comply with the requirements of the ROHS.	YES/NO/NOT APPLICABLE DETAILS ENCLOSED / NONE / NOT APPLICABLE
R4	Please detail how your organisation analyses products to ensure that you are meeting your obligations under ROHS.	DETAILS ENCLOSED / NONE / NOT APPLICABLE
R5	Has your organisation been served with any compliance notices under the terms of the ROHS 2006 by the relevant enforcement authority in the past two years? If yes, please detail how you remedied the situation to the satisfaction of the relevant authority.	YES/NO/NOT APPLICABLE
R6	Has your organisation been convicted or fined for any breach of the ROHS 2006 regulations 7, 8, 9 or 10 in the past two years? If yes, please detail the steps you have taken to remedy the situation	YES/NO/NOT APPLICABLE
R7	Were any offences under the terms of the ROHS 2006 committed by any third party suppliers or sub-contractors that will be used in the provision of the goods to the institution? If yes, please detail which supplier(s) and how you dealt with such supplier(s) to ensure your compliance	YES/NO/NOT APPLICABLE

V	**VERIFICATION** - CORPORATE CUSTOMER REFERENCES Please provide the names and addresses of three major clients that you have supplied with the goods, works and / or services that you propose to bid to supply to the University (that would be willing to provide you with a reference).	
V1	Reference 1: Company Name, Address, Tel & Fax Number, Contact Person Name and E-Mail Address	
V2	Reference 2: Company Name, Address, Tel & Fax Number, Contact Person Name and E-Mail Address	
V3	Reference 3: Company Name, Address, Tel & Fax Number, Contact Person Name and E-Mail Address	

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	Declaration All the information provided in this document is complete, true & correct and I am authorised by relevant persons in my organisation to provide this information.	
	Signature	
	Name	
	Job Title	
	Direct e-mail Address	
	Direct Phone Number	
	Direct Fax Number	