Vendor Questionnaire

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| This section to be completed by Purchaser before sending to Vendor | Requested by (BW employee name): |       |
| Description of purchase: | Venue/Catering | [ ]  | Coaches | [ ]  | Grant | [ ]  |
| Consultancy | [ ]  | Training | [ ]  | Other | [ ]  |

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| A1 | **Business Name:** |       |
| A2 | Address: |                 |
| A3 | Telephone: |       |
| A4 | Fax: |       |
| A5 | Email: |       |
| A6 | Are you VAT registered? | Yes [ ]  / No [ ]  VAT Registration No:       |
| A7 | Do you have a UK Register of Learning Providers Number?  | Yes [ ]  / No [ ]  UKPRN No:       |
| A8 | No. of Employees: |       |
| Our preferred method of payment is BACS. To facilitate this, please complete this section. |
| A9 | Bank: |       |
| Bank Address: |                 |
| Bank Sort Code: |       |
| Bank Account Name: |       |
| Bank Account No.: |       |
| **Please attach a copy of a paying in slip** |

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| **Insurance and standards**: Does the business have any of the following?  |
| B1 | Professional Indemnity Insurance | Yes [ ]  / No [ ]  | Value:       |
| Public Liability Insurance: | Yes [ ]  / No [ ]  | Value:       |
| Product Liability Insurance: | Yes [ ]  / No [ ]  | Value:       |
| Employers Liability Insurance: | Yes [ ]  / No [ ]  | Value:       |
| B2 | Quality Policy Statement? | Yes [ ]  / No [ ]  |  |
| Approval to a recognised Quality standard? | Yes [ ]  / No [ ]  | Which one?      |
| B3 | Environmental Policy Statement? | Yes [ ]  / No [ ]  |  |
| Approval to a recognised Environmental standard? | Yes [ ]  / No [ ]  | Which one?      |
| B4 | Health & Safety Policy Statement? | Yes [ ]  / No [ ]  |  |
| B5 | Equality Policy Statement? | Yes [ ]  / No [ ]  |  |
| B6 | Bribery & Corruption Statement? | Yes [ ]  / No [ ]  |  |
| B7 | Anti-Facilitation of Tax Evasion Statement? | Yes [ ]  / No [ ]  |  |
| You may be asked to provide copies of policy statements, certificates and scope/schedule of approval |

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| **Professional Conduct** |
| C1 | Has any director, partner or owner been declared bankrupt or been involved in any business, which has been liquidated or gone into receivership? | Yes [ ]  / No [ ]   |
| C2 | Does your organisation or any of your organisation’s directors, partners or anyone in an equivalent position e.g. any other senior managers who have powers of representation, decision or control, have any convictions? | Yes [ ]  / No [ ]   |
| C3 | In the last three years; |  |
|  | * have any enforcement actions been taken against your organisation by the Health and Safety Executive or other enforcement body with responsibility for health and safety matters?
 | Yes [ ]  / No [ ]   |
|  | * has a court or tribunal found a case of unlawful discrimination on grounds of race, sex or disability against you?
 | Yes [ ]  / No [ ]  |
|  | * has your organisation been the subject of a formal investigation by the Commission for Racial Equality, the Disability Rights Commission or the Equal Opportunities Commission on grounds of alleged unlawful discrimination?
 | Yes [ ]  / No [ ]  |
|  | * has your organisation been convicted of breaking environmental legislation, or had notice served upon it by an environmental regulator or authority?
 | Yes [ ]  / No [ ]  |
| C4 | Does the Owner, a Partner, a Director, the Company Secretary, or any senior manager have a direct or indirect interest in Business West? | Yes [ ]  / No [ ]  |
| If you answer yes to any of these questions you may be asked for further information. |

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| **Data Protection** |
| D1 | Are you compliant with the General Data Protection Regulations (GDPR)? | Yes [ ]  / No [ ]   |
| D2 | Do you transfer personal data beyond the EU? | Yes [ ]  / No [ ]   |
| D3 | Do you intend to subcontract any aspect of the personal data processing that will be carried out on your behalf? | Yes [ ]  / No [ ]   |
| You may be asked for further information |

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| **Completed by:** |
| Name: |       |
| Signature: |       |
| Position: |       |
| Date: |       |

We take your data very seriously and are committed to the privacy and security of it. Our Privacy Statement is available at [www.businesswest.co.uk/privacy](https://www.businesswest.co.uk/privacy). It explains the types of personal data we collect and how we’ll store and handle that data, and keep it safe.

Please return to: Paul Coopey, Contracts Team, Business West, Leigh Court, Bristol BS8 3RA

e-mail: paul.coopey@businesswest.co.uk, with a copy of a paying in slip

Thank you

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| **For internal use only** |
| Evidence checked & supplier authorised by: |
| Name: |       |
| Signature: |       | Date: |       |