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**Galileo Multi Academy Trust – Supply of IT Equipment ITT**

**Appendix A – Supplier Questionnaire**

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| Supplier Questionnaire - Company Information | |
|  | |
| 1. Full company name |  |
| 1. Registered Address (and local / branch address where applicable) | Registered Address:  Local branch address: |
| 1. Contact details   Please advise contact details for this tender and all key personnel we would be dealing with during the contract. |  |
| 1. Company registration number   (NB: GMAT may conduct a financial check on the company) |  |
| 1. Date of company formation: |  |
| 1. VAT registration number: |  |
| 1. Public and product liability insurance: Please provide a copy of your public and product liability insurance. | Attached: Y/N |
| 1. Warranty and Service Information   Please confirm warranty period and the returns / warranty procedure.  Please also include any contact details for dealing with warranty issues.  Please confirm any other information on service levels and customer service as may be relevant. |  |
| 1. Equipment   Please confirm that all equipment quoted is brand new (not refurbished). |  |
| 1. Pricing   Please confirm you understand that tendered prices must be held for at least the first 12 months of the contract. From Year 2, should there be a need to increase prices, or change equipment specification, pricing and revised specifications must be agreed in advance with the Trust CFOO. | Y/N |

**UNDERTAKING**

The Trust requires all tenderers to make full and frank disclosure to the Trust in the form of a signed undertaking in respect of any, or all, the following:

1. any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings.
2. any convictions for a criminal offence committed by the tenderer (or being a company, by its officers or any representative of the company)
3. any acts of grave misconduct committed by the tenderer (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business
4. any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of taxes.

DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER

1. .................................................................................. (Name of tenderer) declares that we accept the Trust’s standard terms and conditions included in the Invitation to Tender document as the basis of the contract; and

2. declare that we have not communicated to any other party the amount or approximate amount of the tender price and the tender price has not been fixed, nor adjusted in collusion with any third party, and

3. declare that the tender will remain valid until DATE and that we are not entitled to claim from the Trust any costs or expenses incurred in preparing the tender or subsequent negotiations whether the tender is successful.

Signed on behalf of the Tenderer ..................................................................................