This questionnaire is to be completed by the supplier at the time of submitting a quotation so that we may assess your suitability to supply the University of Manchester

All fields must be completed. If any question is not relevant then please add N/A in the response column

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| --- | --- |
| **Trading Organisation Details (Part A)** | **Response** |
| Full Trading Name |  |
| Company Registration Number (UK only) |  |
| Unique Tax Reference Number (Only applicable for UK based individuals/sole traders) |  |
| Dun & Bradstreet (DUNS) Number |  |
| Charity Number |  |
| VAT Number - including Country Code – see below |  |
| Website link |  |
| Standard Industry Classification (SIC) Code |  |
| **Trading Address** | |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| Town/City |  |
| Post Code |  |
| Country |  |
| Telephone Number |  |
| To help the University to monitor and manage our supplier base including working to develop our corporate social responsibility aims please complete the following questions | |
| State number of employees in your organisation |  |
| Do you pay the UK Real Living Wage? | Choose an item. |
| Organisation Structure | Choose an item. |
| \*Company ownership: Does any person own 5% or more of the shares of the business? If yes, please state who: |  |
| \*\*Other (not in list – specify) |  |
| Please confirm that you are not subject to control by a person(s) disbarred from such a position, or on the UK government sanctions list (<https://search-uk-sanctions-list.service.gov.uk/>) | Choose an item. |
| Please confirm that your business activities do not involve dealing with any of the countries/regimes on the UK government sanctions list (<https://www.gov.uk/government/collections/financial-sanctions-regime-specific-consolidated-lists-and-releases> | Choose an item. |
| **Supplier Contact Details** | |
| Name and Job Role |  |
| Contact Email |  |
| **Economic & Financial Due Diligence** | |
| Financial details available via Companies House | Choose an item. |
| Other evidence of financial standing (e.g. accounts) |  |
| **Technical and Professional Ability** | |
| Relevant industry or professional accreditations |  |
| Relevant product or service accreditations |  |
| **Insurance (if not applicable please add n/a)** | |
| Employer’s Liability Insurance (compulsory) - £5m |  |
| Public Liability Insurance - £5m |  |
| Professional Indemnity Insurance - £5m |  |
| Product Liability Insurance | n/a |
| Property Damage Insurance | n/a |
| Business Interruption Insurance | n/a |
| Other (e.g. Cyber Security Insurance) | n/a |
| **Data Protection** | |
| Confirm you have technical facilities and measures to meet GDPR data obligations |  |
| Relevant data protection accreditations |  |
| **Health & Safety** | |
| Confirm you have a health and safety policy and effective processes to meet your H&S obligations |  |
| Relevant H&S accreditations |  |
| **Equality & Diversity** | |
| Does your company have a documented Equal Opportunities Policy that complies with current UK legislation? |  |
| Is it your policy as an employer to comply with your statutory obligations regarding the 'protected characteristics' |  |
| Do you observe as far as possible the appropriate Codes of Practice for Employment (i.e. Equality), and provide practical guidance to employees on the elimination of discrimination, and the promotion of equality of opportunity in employment, including steps that can be taken to encourage individuals from under-represented groups to apply for jobs or take up training opportunities? |  |
| In the last three years, has any finding of unlawful discrimination been made against your organisation by any court or industrial tribunal? |  |
| In the last three years, has your organisation been the subject of formal investigation on grounds of alleged unlawful discrimination? |  |
| **Payment Practice** | |
| Confirm that you have systems in place to pay your supply chain promptly and effectively. |  |
| The University pays undisputed invoices within a minimum of 30 days. Confirm that you will pass down this commitment to your supply chain. |  |
| **Carbon Reduction and Net Zero** | |
| Please confirm that your organisation is taking steps to reduce your GHG Emissions over time and is publicly committed to achieving Net Zero by 2050 |  |
| Please provide your current Net Zero Target Date: |  |
| If you have a Carbon Reduction Plan provide a link to where it is published. |  |
| **Exclusion Grounds (Mandatory)** | Within the past five years, anywhere in the world, have you or any person who:  • is a member of the supplier’s administrative, management or supervisory body, or  • has powers of representation, decision or control in the supplier,  been convicted of any of the offences listed |
| Participation in a criminal organisation | Choose an item. |
| Corruption | Choose an item. |
| Terrorist offences or offences linked to terrorist activities | Choose an item. |
| Money laundering or terrorist financing | Choose an item. |
| Child labour and other forms of trafficking in human beings | Choose an item. |
| Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK. | Choose an item. |
| **Exclusion Grounds (Discretionary)** | Within the past three years, anywhere in the world, have any of the situations summarised below applied to you? |
| Breach of environmental obligations (including H&S obligations? | Choose an item. |
| Breach of social law obligations? | Choose an item. |
| Breach of labour law obligations? | Choose an item. |
| Bankruptcy or subject of insolvency? | Choose an item. |
| Guilty of grave professional misconduct? | Choose an item. |
| Distortion of competition? | Choose an item. |
| Conflict of interest? | Choose an item. |
| Been involved in the preparation of the procurement procedure? | Choose an item. |
| Prior performance issues? | Choose an item. |
| Do any of the following statements apply to you? |  |
| You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria | Choose an item. |
| You have withheld such information referred to above | Choose an item. |
| You have undertaken to unduly influence the decision-making process of the University to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Choose an item. |
| You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million. | Choose an item. |
| If you have answered ‘yes’ to the above you have a compliant statement and can provide link to it |  |