Supplier Questionnaire

In order to evaluate your company as a potential supplier for our organisation and/or its subsidiaries, please complete the questionnaire below. If some questions are not relevant to your products/services, please mark them as 'not applicable' and add any comments that may help us with our review of your responses.

1.	Supplier Contact Details	
i)	Contact Name	
ii)	Contact job title/role	
iii)	Contact number	
iv)	Contact email address	
v)	Name of alternate contact	
vi)	Alternate contact job title/role	
vii)	Alternate contact number	
viii)	Alternate contact email address	
ix)	Name of your sponsor in our organisation	

2.	Company Products / Services	
i)	Please describe the products/services you wish to provide to us	
ii)	What business problem/need do you believe you are addressing for us?	
iii)	How long have you provided these products / services to customers?	
iv)	How many customers do you have for these products / services?	
v)	Please provide the names and email addresses of two customer references that we may contact	

3.	Company Profile	
i)	Full company name	
ii)	Company website address	
iii)	Company registered office	
iv)	Company registration number	
v)	VAT registration number	
vi)	Please provide details of any shareholders who own more than 10% of the company	
vii)	Do any of your directors or senior employees have any relationship with our organization which may create a conflict of interest that we need to disclose? If yes, please provide details	
viii)	What was the turnover of your company in your latest financial year?	

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ix)	What was the profitability of your company in your latest financial year?	
x)	How many people does your company employ?	
xi)	Has the company been subject to any criminal proceedings or regulatory investigation in the past 5 years?	
x)	Please provide your bank details	

4.	Policies, Procedures and Risk Management	
(A)	**Business Continuity (BC) and Information Security**	
i)	Do you have a BC plan?	
ii)	When did you last test your BC plan?	
iii)	Do you have a data protection policy?	
iv)	When did you last have a data breach?	
v)	What InfoSec accreditations does your organisation have (i.e. ISO27001)?	
vi)	Do you screen your employees before commencing employment?	
vii)	Do you screen contractors / temporary staff before engaging them?	
(B)	**Regulatory Compliance**	
i)	Do you have a Whistleblowing policy?	
ii)	Do you have an anti-tax evasion policy?	
iii)	Do you have a Modern Slavery Statement?	
iv)	Do you have an Anti-Modern Slavery and Human Trafficking policy?	
v)	How do you check that your supply chain is not involved in modern slavery or human trafficking?	
vi)	Do you have an Anti-Bribery and Corruption Policy?	
vii)	Do you have an equality and diversity policy?	
viii)	Do you have an Anti-Money Laundering Policy?	
(C)	**Health & Safety and Environmental**	
i)	Do you have a Health and Safety Policy?	
ii)	Have you identified areas of significant risk?	
iii)	Please provide your company's accident statistics (RIDDOR) over the last three years	
iv)	Please give details of any improvement notices or prosecutions that have been issued against your company in the last three years	
v)	Do you have an Environmental Policy?	

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vi)	Do you hold an environmental management accreditation (i.e. ISO14001)?	

5.	Additional Comments – Please provide any comments that may assist with our review

Provision of Software Licenses

If you are providing software, please also complete the below.

6.	Software Licences	
i)	Is your solution installed on-premise or provided as a SaaS solution?	
ii)	If on-premise what is the minimum hardware infrastructure required?	
iii)	If SaaS who is your hosting provider (AWS, Azure …)?	
iv)	If SaaS where is it proposed our data will be hosted?	
v)	Please confirm your technical support hours	
vi)	From what locations, will technical and troubleshooting support be provided?	
vii)	Please describe your licensing model	
viii)	Please describe your maintenance model	
ix)	How many software upgrades do you anticipate in the next two years?	
x	How many versions behind your current release do you support?	

Thank you for completing this form. We will revert to you soon.