



**Procurement
General Information
&
Bidders Details**

Version 1.3

General Information & Standard Questions

		Insert Details
1	Bidder Name	
2	Registered Address including postcode	
3	Trading name (If different from 1)	
4	Trading address (If different from 2)	
5	Name of person completing the ITT	
6	Telephone Number	
7	E-mail address	
8	Website	
9	Company status (e.g. Ltd, Plc, sole trader, Charity, Community Benefit Society, etc)	
10	VAT registration number	
11	Company registration number and/or charity number	

General Information & Standard Questions

12	Date of incorporation	
13	<p>Please attach a copy of the Bidder's latest audited accounts</p> <p>Accounts enclosed Insert appendix reference number</p>	Yes / No
14	<p>Please provide evidence of the following levels of insurance cover:</p> <ul style="list-style-type: none"> • Professional Indemnity • Employer's liability • Public Liability <p>Insurance evidence enclosed Insert appendix reference number</p>	Yes / No
15	<p>Please provide details of any relevant industry accreditations held by the Bidder.</p> <p>Please provide details of any relevant professional qualifications held by Bidder staff.</p>	

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16	Do you have an Equality & Diversity or Diversity & Inclusion Policy?	
17	Do you have a data protection policy which complies with GDPR?	

Note to Bidders:

Whilst these standard questions will not be scored, if any Bidder's response raises concerns as to the capability of the Bidder to perform the contract Power to Change may seek further clarification from the Bidder. If the Bidder is unable to satisfy Power to Change on the issues raised, the Bidder may be excluded from further evaluation.