Supplier Self Certification Form

For purchases and contracts

The purpose of this form is to verify your business contact and operational information. This will assist the London Borough of Lewisham in setting up suppliers for payment and creating a supplier record. This is a self certifying form; with completion of this form suppliers do not need to provide supporting documents, for example, accounts, certificates, statements or policies, unless specifically asked to do so. However, we may ask to see these documents at a later stage; you may also be asked to clarify your answers or provide more details. If you cannot supply the information requested or if you have falsified any responses on this form your work order may be cancelled.

Be sure to answer every question on this form; incomplete forms will not be accepted.

Note to Officers

Public Bodies including Central and Local Government and NHS are not required to complete the supplier self certification form

Note to Suppliers

As a supplier to LB of Lewisham you will be required to submit your invoices to us electronically, we cannot accept paper invoices from your organisation.

If you have any questions regarding the completion of this form you must speak to the officer who sent you the form in the first instance. They can help you with your questions.

|  |  |  |
| --- | --- | --- |
| 1.0 | Supplier Information | |
| 1.1 | Name of the firm submitting the quotation or Tender: |  |
| 1.2 | Contact name and details for enquiries about this bid (include contact name, job title, address, phone number, e-mail address, website address): |  |
| 1.3 | Trading Name(s) that will be used if successful in this procurement |  |
| 1.4 | Trading Status | Trading Status |
| 1.5 | National Insurance Number (sole traders only): |  |
| 1.6 | **IR35 Off-Payroll Workers**  Does your business operate through an intermediary, such as a company which an individual owns or a 3rd party agency (i.e. an umbrella company) and subject to Income tax and NIC rules of IR35. | Yes  No |
| 1.7 | Company Registration number (if applicable) |  |
| 1.8 | Charity Registration number (if applicable) |  |
| 1.9 | Head office DUNS number |  |
| 1.10 | VAT Registration number |  |
| 1.11 | If NOT VAT registered, please confirm you have a net annual turnover of less than £83,000¹ | Yes  No |
| 1.12 | Is company CIS (Construction Industry Scheme) registered?  if yes please provide UTR (Unique Tax Reference) number & provide copy of the confirmation HM Revenue & Customs letter. | Yes  No |
| 1.13 | Is your organisation registered with an appropriate professional or trade register(s). If “Yes” please state trade register and membership number. | Yes  No |
| 1.14 | Relevant Classifications (state whether you fall into one of these) | Classification |
| 1.15 | Are you a Small, Medium or Micro Enterprise (SME) | Yes  No |
| 1.16 | Details of Persons of Significant Control (PSC) – Name, DoB, Nationality, Country of Residence, address, Date of commencement of PSC (post 6-Apr-16 only), and which conditions of PSC are met (a) >25% (b) >50% (c) >75%. Enter N/A if not applicable. |  |
| 1.17 | Details of Immediate and Ultimate parent company. (include registered address, DUNS number and VAT number). Enter N/A if not applicable |  |
| 2.0 | Exclusion Grounds | |
| 2.1 | Has, within the past 5 years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the following offences (*per the Public Contracts Regulations 2015 Regulations 57(1) and 57(2)²* – Participation in a criminal organisation, Corruption, Fraud, Terrorist offences of offences linked to terrorist activities, Money laundering or terrorist financing or child labour & other forms of trafficking of human beings? | Yes  No |
| 2.2 | Have you fulfilled your obligations related to payment of taxes and social security contributions? (*per the Public Contracts Regulations 2015 Regulations 57(3)²* | Yes  No |
| 2. 3 | Has, within the past 3 years, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world any of the following situations applied (*per the Public Contracts Regulations 2015 Regulations 57(8)²-* Breach(s) of environmental obligations, social obligations or labour law obligations? | Yes  No |
| 2.4 | Further to the requirements of 2.3 has your organisation been bankrupt, insolvent, subject to compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings? | Yes  No |
| 2.5 | Further to the requirements of 2.3 has your organisation been convicted of a criminal offence related to business or professional misconduct? | Yes  No |
| 3.0 | Business Activities | |
| 3.1 | Are you able to provide a copy of your audited accounts for the last 2 years if requested? | Yes  No |
| 3.2 | Would you be able to provide 3 business references if we were to ask for them? | Yes  No |
| 3.3 | In accordance with the *Public Contracts Regulations 2015 Regulations s113* Contracting authorities, contractors and their suc-contractors are required to ensure prompt payment to terms through their supply chain(s). Please certify that you will meet this legal requirement? | Yes  No |
| 4.0 | Insurance | |
| 4.1 | Does your organisation have current business insurance covering public and employer’s liability (Compulsory to a minimum of £5m)? | Yes  No |
| 5.0 | Policies | |
| 5.1 | Does your organisation have a written health and safety policy that could be provided upon request? | Yes  No |
| 5.2 | Does your organisation have a written equalities policy that could be provided upon request? | Yes  No |
| 5.3 | Are you a relevant commercial organisation as defined by section 54 (“Transparancy in supply chain etc”) of the Modern Slavery Act 2015³ | Yes  No |

|  |  |
| --- | --- |
| ¹ | When procuring consultants who operate as sole traders, officers are responsible for establishing the nature of their engagement. Normally, if sole trader consultants have a total taxable turnover of less than the annual VAT registration threshold (£83,000 for 2016/17), VAT registration is not required - even though a trader may choose to register voluntarily. Note that this threshold changes every year following the Chancellor’s annual budget. For further information please follow link <https://www.gov.uk/vat-registration-thresholds> |
| *²* | The Public Contracts Regulations 2015 - <http://www.legislation.gov.uk/uksi/2015/102/contents/made> |
| ³ | Modern Slavery Act 2015 - <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted> |

Supplier Declaration

After you have completed this form, please read the statements below and agree that you understand that:

* This form and the information on it form part of my contract with the London Borough of Lambeth
* Non-delivery of services or products will result in non-payment by the Council
* False representation could result in de-selection from any competition or termination of contract
* It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I understand that any such action will empower the Council to cancel any contract or commission currently in force and may result in my exclusion from future work
* Lewishamh Council may request to see any information supporting my responses above and understand that the failure to provide this requested information may result in contract termination
* If any of my business details or circumstances changes, I am responsible for updating this information with Lewisham Council
* Lewisham Council is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes
* **Lewisham Council has the right to use this information for the prevention and detection of fraud**

**If you understand and agree to these statements please check the box below. By checking the box you also certify that the information you have supplied is accurate to the best of your knowledge and that you accept the conditions and undertakings in this form. If you do not check the box you will not be able to work with the London Borough of Lewisham:**

Yes