

Oldham Directory of Suppliers **Registration Form**

Welcome to the Oldham Directory of Suppliers, the public sector organisations of Oldham Borough look forward to working with you in the near future.

The directory is restricted to those organisations that have a registered or trading address in Oldham Borough. In order to list your organisation in the directory we request that you provide the following information.

Company Information

Company name:

Contact name:

Position:

Address:

Telephone:

Email:

Website:

Fax:

Organisational Status:

Date established:

Number of staff:

VAT reference (if eligible):

Tax Reference:

Insurance

Please provide copies of the following:

- Public Liability Insurance
- Employers Liability Insurance

Listing Details

The Council has identified a number of current demands, if your products or services fit into these please mark the attached document accordingly.

If you do not see a natural fit within these commodities please state below a maximum of three additional listing entries and a brief description of these:

Listing / Commodity Name	Description
1.	
2.	
3.	

Where appropriate we will create new listings for you but we reserve the right to place you in the category of best fit.

Referees

Please provide details (Name, Organisation, Telephone) of 3 referees or customer references:

Organisation	Name and Position	Telephone Number
1.		
2.		
3.		

By providing us with these details you agree to us taking up these references.

In submitting your application you also agree to the verification of your details and search on the **Trading Standards Database**.

Quality

Please provide details of any quality or recognised standards / accreditations you may hold or are working toward:

	Working Towards	Held	Copy Attached y/n
Tradesafe			
9001 – Quality Management Series			
14001 – Environmental Management Series			
18001 – Health and Safety Management Series			
Investors in People			

By not holding any of the above you will not limit your ability to be listed on the Directory, but these accreditations will be visible to users in order to select the most appropriate business for their needs.

Please list any other trade bodies you are a member of and accreditations or standards you hold in the space below (please attach a copy):

By providing us with these details you agree to us verifying them with the relevant body.

Policy Statements

Please provide details of policy statements held by your organisation and attach:

	Held y/n	Copy Attached y/n
Quality Management Policy		
Diversity Policy		
Equal Opportunity Policy		
Local Labour Employment Policy		

Please list any other policies you hold in the space below and attach a copy:

Children and Vulnerable Adults

Please check the box below if you intend to work with Children or Vulnerable adults in Oldham:

If yes, can you demonstrate that your organisation is aware, acknowledges and manages any convictions of your staff to enable them to work with these groups (please check the box below):

Please check the box below if you are providing Criminal Records Bureaux checks and which tier they relate to for all customer facing staff (these can be provided by Trading Standards and Licensing if not held already 0161 9114730).

If you intend to work with these groups, it may limit the opportunities or volume of referrals if these are not provided.

Legal Statements and Disclaimers

As a public body, the Council may be required to disclose this information under the Freedom of Information Act 2000, unless the information in it is covered by one of the exemptions in the Act. The Council may consider it appropriate to ask for your views should we be requested to release any information that falls within the scope of the Freedom of Information Act.

The Council does not accept liability for any breach of contract by a supplier selected from the directory.

All personal information will be processed in accordance with the Data Protection Act 1998.

We will share this information with other key strategic partners in the Oldham area and via the Internet, if you do not wish for this please check the box below:

We are aware that you may not wish to be inundated with additional unsolicited correspondence. If you do not wish for this please check the box below:

You may be contacted from time to time by members of our Regeneration Team to consult with you about issues pertinent to yourself, if you do not wish us to contact you please check the box below:

The Trading Standards service offer accredited membership schemes to support local businesses such as Tradesafe. If you would be interested in receiving information about this and other schemes please check the box below:

Complaint resolution

In the unlikely event that we receive a complaint about your organisation, the Council will investigate that through the relevant department or Trading Standards. If you are found to have brought the scheme into disrepute we reserve the right to remove you from the Directory. You will have a right of appeal against the decision to the licensing committee whose decision is final.

Please complete the registration form and return to:

Jenny Lukoczki
Rm 427, Oldham Directory of Suppliers
Oldham Metropolitan Borough Council
Civic Centre
West Street
Oldham
PO Box 196
OL1 1QJ

For more information please visit www.oldham.gov.uk/procurement