



One Vision Housing

APPROVED SUPPLIER QUESTIONNAIRE



Building communities & futures

Guidance for Completion

Thank you for your interest in becoming an Approved Supplier to One Vision Housing Ltd (OVH). Please complete this form as completely and accurately as you can. The information it contains will be held in confidence by OVH and its advisors and will be used to determine your suitability to be included on our Approved Supplier List. If you need any further information or assistance please contact a member of the Accounts Payable Team.

Contact Details:

Registered Address:	One Vision Housing Ltd Atlantic House Dunnings Bridge Road Bootle L30 4TH
Charitable Registration Number:	29938R
Website:	www.ovh.org.uk
Telephone Number:	0300 365 1111
Accounts Payable Extensions:	5549/5550/5551
Accounts Payable email:	accounts.payable@ovh.org.uk

Who we are

One Vision Housing is the largest social housing provider in Sefton with over 11,000 homes across the borough. We were formed in October 2006 after a successful transfer from Sefton Council.

What we believe

Our vision is to provide high quality affordable homes in thriving communities where people have a sense of pride and place.

Our mission is to be the landlord of choice in Sefton.

Our Strategic Aims:

- To be effectively governed and viable
- To provide homes that people want to live in
- To create viable, sustainable and inclusive communities, supporting and empowering those who are vulnerable and/or disadvantaged
- To provide services that offer value for money
- To be an accountable, dynamic and informed decision making organisation

Our Core Values:

- Customer first
- Honesty and openness
- Openness
- Fairness
- Excellence
- Respect

Section 1 – Company Details

Name of Company:

Contact name:

Address:

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Telephone No: Fax No:

email: Website Address:

Company Registration No: Date of Registration:

Registered Address if different from above:

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Is your organisation: Tick

a public limited company

a limited company

a sole trader

a partnership

a joint venture company

Principal areas of business activity of your company:

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Number of full time employees in your organisation:

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Date of organisation's formation:

VAT registration number:

Are there any court actions and/or industrial tribunal hearings outstanding against your organisation? If so, please give details:

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Has your organisation been involved in any court action and/or industrial tribunals over the last 3 years? If so, please give details:

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Is your company a subsidiary of another company? If so, please provide the name, and address of the registered office of the holding or parent company and the ultimate parent (if applicable):

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Is your company registered under the Data Protection Act (DPA) 1998? If so, what is your DPA registration number:

Section 2 – Banking and Remittance Details

We operate an e-purchasing system and all invoices received must quote an OVH Purchase Order number. Please provide an email address for the receipt of purchase orders:

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Our preferred method of payment is via BACs with an email remittance; please provide your banking details along with an appropriate email address:

Bank/Building Society:

Branch Address:

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Account Name:

Account Number: Sort Code:

Number of years account has been open:

Email address for remittances:

Section 3 – Quality Management

Do you have a documented Quality Management System (e.g. ISO 9001:2000)? Yes/No

If yes **please attach a copy of the certification** and move to the Equal Opportunities section.
If no please answer the following.

Do you have procedures for the following?

- Quality system / quality & procedure manuals Yes/No
- Enquiry, sales and contract review Yes/No
- Issue & control of Quality related documents Yes/No
- Purchasing Yes/No
- Product identification & traceability Yes/No
- Goods inwards inspection Yes/No
- Control of non-conforming product Yes/No
- Corrective action & concern analysis Yes/No
- Handling, storage, packaging & delivery Yes/No
- Maintenance of Quality Records Yes/No
- Internal audit & management review Yes/No

Section 4 – Equality and Diversity

One Vision Housing is committed to a policy of promoting equality and eliminating unlawful discrimination and expects its contractors and suppliers to abide by good practice in this area in delivering a fair and non-discriminatory service on our behalf.

Do you have an Equality and Diversity Policy/Strategy? Yes/No

Is it your practice as an employer to comply with your statutory obligations under the current equalities legislation and regulatory guidance? Yes/No

If yes, please list the equalities legislation and any regulatory guidance under which you practice.

In the last three years, has any finding of unlawful discrimination been made against your organisation by any court or Employment / Industrial tribunal? Yes/No

In the last three years, has your organisation been the subject of formal investigation by the Commission for Racial Equality, the Disability Rights Commission, the Equal Opportunities Commission or a comparable body, on the grounds of alleged unlawful discrimination? Yes/No

If you have answered Yes to either of the above two questions, what steps have been taken in consequence of that finding?

Do you observe as far as possible the CRE's Code of Practice for Employment, as approved by Parliament in 1983, which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment, including the steps that can be taken to encourage members of the ethnic minorities to apply for jobs or take up training opportunities? Yes/No

Have you identified a staff member in a senior position with responsibility for the Equality and Diversity Policy/Strategy and its effective implementation? Yes/No

Please attach a copy of your Equal Opportunities/Equality and Diversity Policy.

Please note that if you do not have your own policy you will be required to sign up to One Vision Housing's Equality and Diversity Policy before becoming an Approved Supplier.

Section 5 – Environmental Issues

OVH is committed to sustaining the environment and neighbourhoods in which we operate. We acknowledge our corporate and social responsibility to:

- Reduce our carbon footprint
- Improve the level of recycling
- Reduce our reliance on packaging
- Minimise waste
- Improve and protect our planets natural resources
- Actively encourage Green Business Solutions

Do you adopt and support our ongoing commitment to environmental issues management?
Yes/No

Do you communicate this commitment to your staff? Yes/No

Do you have mechanisms in place to monitor your contribution to Green Business Solutions? Yes/No

Section 6 – Relationship to OVH Employees or Board Members

Please advise if you are:

Related to a current or previous staff member: Yes/No
If Yes: Name
Relationship

Related to a current or previous Board member: Yes/No
If Yes: Name
Relationship

Form completed by:

Name: Position:

Signature: Date:

Contact Number:

HAVE YOU PROVIDED ALL THE INFORMATION REQUESTED? WE WILL NEED THE FOLLOWING:

1. Bank Account details
2. email addresses for both purchase orders and remittance advices
3. A copy of your Quality Management certification
4. A copy of your Equal Opportunities/Equality and Diversity Policy

Thank you for completing this questionnaire.