

Sustainable Procurement Supplier Questionnaire - Part One



Please complete this questionnaire in as much detail as possible

Supplier:		
Contact Name:		
Agreed rates / special prices for The MotivAction Group:		
Products and Services provided:		
Trading Name if different from above:		
Web Site:		
E-mail address:		
Telephone Number(s):		
Mobile Number(s):		
Company Registration Number:		
Vat Number:		
Length of time business established:		
Names of Directors:		
Currency if not pounds sterling:		
Please supply two business references:		
	1st Reference	2nd Reference
Company Name:		
Contact Name:		
Postal Address:		
Telephone Number:		
E-mail Address:		
Health & Safety Documentation:		
Public & Product Liability Insurance (please attach a copy)	Amount (Minimum £2m)	Provided by & date Insurance runs from
Risk Assessments (please list and attach copies)	1	2
	3	4
	5	6
Police Checks required for your Staff?	Yes	No
Other regulatory documentation? (please list and attach copies of any relevant documents i.e. Food Hygiene Certification)		
Please confirm that you have read and accept our Supplier Terms and Conditions.	Yes	Dated:

Registered office & business address:
The MotivAction Group plc
Church Farm, Ardeley, Stevenage
Hertfordshire, SG2 7AH

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The MotivAction Group
Motivation Communication Education

Sustainable Procurement Supplier Check List - Part Two



Please complete the questionnaire in as much detail as possible

Supplier:

Contact Name:

Q		Yes	No	More details
1	Do you have a Corporate Social Responsibility (CSR) Policy? If yes, please give details & attach a copy			
2	Do you have separate policies on Ethical Management or Diversity? If so, please attach copies.			
3	Do you have an Environmental Policy? If yes, please give details & attach a copy.			
4	Do you have someone responsible for your CSR/environmental policies? If so, please provide a contact name(s).			
5	Please list any ISO, BSI or recognised accreditation you have achieved (e.g. ISO 9001, BS 8900)			
6	Do you have carbon reduction targets? If so, please provide details.			
7	Do you offset any remaining carbon?			
8	Do you screen suppliers for their environmental impact? If so, please give details.			
	Energy			
9	Do you use a Green energy provider? If yes, please give the supplier name.			
10	Are low energy light bulbs used? If yes, what percentage of low energy light bulbs are used?			
11	Do you have any lighting operated by motion sensors?			
12	Please confirm that electrical equipment is not left on standby:			
	Water			
13	Is your water metered?			
14	Is the water from taps operated by motion sensor?			
15	Have you initiated any other water saving initiatives e.g. dual flush toilets, cistern water saver, washing reduction?			

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Sustainable Procurement Supplier Check List - Part Two continued

Q	Waste & Recycling	Yes	No	More details
16	Do you operate an in house recycling policy?			
17	Do you have recycle bins for paper, cardboard, plastics, glass and tins?			
18	Do you have a facility for event waste to be recycled?			
19	Do you seek to minimise unnecessary packaging wherever possible?			
20	Do you operate a policy of reuse and recycle?			
21	Do you have a policy to source environmentally responsible cleaning products (i.e. chlorine / phosphate free)?			
	Printing & Paperwork			
22	Do you minimise the use of paper?			
23	Do you print double sided?			
24	Please confirm that you do not use chemical inks:			
25	Are your paper and print cartridges recycled?			
26	Is draft paper re-used?			
	Catering (if applicable)			
27	Do you offer fair-trade produce?			
28	Do you offer organic produce?			
29	Please give any other information i.e. details of locally sourced produce and suppliers:			
30	Please add any other details that you feel are relevant and have a positive impact on the environment (please use links to further online information if necessary):			

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