



VENDOR QUALIFICATION FORM

Supplier to confirm whether this Pre-Qualification is (check one):

- ☐ **New** – applies for Pre-Qualification in the Pre-Qualification process for the first time;
- ☐ **A Renewal** – applies for renewal of Pre-Qualification in the Pre-Qualification Category for which the company has previously been or is currently Pre-Qualified; or
- ☐ **An Amendment** – applies for amendment to a Pre-Qualification Category for which the company is currently Pre-Qualified; or applies to be Pre-Qualified for an additional Pre-Qualification Category.

Section 1 – Company Information

Registered Name	
Previous Registered Name (if different)	
ACN/ABN (if applicable)	
Registered Address	
Telephone	
Fax	
Email	
Website	
Type of Organization (Please check one)	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> Other – please attach details

Section 2 – Business Activities

What are the main business activities of your company?

What other services can your company provide?

Please provide full details of any arrangements which are binding on the company with potential application to employees engaged at Liberty Tax Service (Contracts, Awards, & Agreements).

Instrument Title	Type	Agreement ID	Unions Party to Agreement	Expiry Date

What is your minimum hiring age?

Do you have a Code of Conduct or similar Compliance and Ethics related policy in place?

Does your company currently have any pending legal actions?

Has a court order or winding up proceedings been passed against your company?

Has your company ever had a contract terminated under the terms of a contract?

Section 3 – Financial Information

If asked, would you be able to provide at *least one* of the following?

- A) A copy of your most recent audited accounts (for the last three years if this applies)
- B) A statement of your turnover, profit and loss account and cash flow for the most recent year of trading
- C) A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position

**Note: Financial information will be required to be provided during bid submission process*

Section 4 – Insurance

Please provide details of your current insurance cover

Type	Insurer	Expiry Date
Workers Compensation Insurance		
Public Liability Insurance and Product Liability Insurance		
Goods and Transport Insurance		
Professional Indemnity Insurance		

**Note: Certificates of Insurance will be required to be provided during bid submission process*

Section 5 – Conflict of Interest Declaration

Do you have any real, potential or perceived conflicts of interest in the Request for Proposal process or any resulting contract?	
If Yes, please provide a brief outline of the nature of the conflict and the arrangements proposed to resolve or manage the conflict.	

Section 6 – Sub-Contractors

Do you use sub-contractors?	
How do you select your sub-contractors?	
Are our requirements communicated to your sub-contractors?	
Do you audit your sub-contractors?	

Section 7 – Intranet Site

We provide our new franchisees access to our vendors through an intranet site. Do you have camera ready artwork of your products?

We will always negotiate the best prices for our franchisees, are you willing to lock prices in for a period of one year?

We will require a product list with negotiated pricing to be published on our intranet site, is this acceptable?

Section 8 – Declaration

I/We declare that to the best of my knowledge the answers submitted in this Pre-Qualification Questionnaire are correct. I understand that the information will be used in the evaluation process to access my company's suitability for Liberty Tax Service's requirements.

Printed Name

Title

Date

Signature

Please return completed questionnaire and supporting documentation to:

Attention: Vendor Relations Manager
Email: supplydepartment@libtax.com

Department Supervisor Approval:

Date:

Procurement Manager Approval:

Date: