

Thank you for your enquiry regarding the provision of goods or services to Ipswich City Council.

Council is currently establishing a centralised database of local businesses interested in supplying Ipswich City Council.

Ipswich City Council values its supplier relationships and wishes to ensure that information about your company/organisation is accurately reflected on our database.

The information which you provide will be placed on the database for internal Council use only. As staff require goods and services (where these goods/services are not already under a contract or agreement), they will access the database to search through the Local Suppliers Listing to identify contractors who can provide a quote for the goods/services required.

The data requested in this registration form is for information purposes only. There are no mandatory requirements so please complete fields at your discretion.

Presence on this database will be viewed as an expression of interest only and provides no guarantee of work. This database will enable Council to maintain a formal record of this interest.

Businesses wishing to be considered as a potential supplier may return this form to:

The Strategic Supply Manager
Ipswich City Council
PO Box 191
Ipswich QLD 4305

Or by email: supplierregistration@ipswich.qld.gov.au

Thank you for your time in this matter.

SUPPLIER DETAILS

Trading Name of Business:

Name of Supplier's Contact Person and Position:

Supplier's ABN:

Supplier's postal address:

Supplier's street address:

Supplier's phone number Office: Mobile:

Supplier's fax number:

Supplier's email:

Supplier's website:

INFORMATION

Ipswich City Council's minimum Insurance requirements are Public Liability \$5 million and Professional Indemnity \$2 million.

- Public Liability
- Professional Indemnity
- Workers Compensation

Please list others and values

Ipswich City Council is committed to ensuring a safe and healthy workplace. As a supplier of goods or services to Council, you must comply with legislation and meet standards for ensuring health and safety.

Do you have a Workplace Health and Safety Policy and WPH and S System or Plan in place? Yes No

Do you hold any Government contracts? Yes No

If so please list:

Do you have any major contracts?

 Yes No

If so please list:

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Do you provide the opportunity for Trial Periods for new goods and services? Yes No

If "yes" please provide detail:

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Please provide up to 10 keywords that describe the nature of your business and the products/services that you are able to supply to Ipswich City Council:

REFERENCES

Please list up to 3 references with contact name and phone number:

VALIDATION

Date of Issue:

Name:

Position Held: