

Royal Borough of Greenwich
ONBOARDING REGISTRATION FORM FOR OPPORTUNITIES BELOW £100K
(Local businesses only)

Company Details (as entered on the e-tendering portal registration)																																					
Business Name:	Registration number: VAT number:																																				
Address:	Post code:																																				
Main Contact																																					
This should be the person(s) who are the main contacts for opportunities published on e-tendering portal (add row if more than two)																																					
Contact name:	Email:																																				
Position:	Tel Number:																																				
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Type of Business (choose at least one)																																					
<p><u>For Profit</u></p> <p>An SME (Small and Medium Sized Enterprises) is defined as a business that meets the following conditions:</p> <ul style="list-style-type: none"> It employs less than 250 persons Its annual turnover is below 50m Euros (approx. £45M) Its balance sheet is below 43m Euros (approximately £39M) It is not a subsidiary and /or under the control of a larger non SME entity <p>I declare that:</p> <p><input type="checkbox"/> Yes – my business meets the definition of an SME</p> <p><input type="checkbox"/> No – my business does not meet the above definition of an SME</p> <p><u>For Non Profit:</u></p> <p><input type="checkbox"/> Social Enterprise <input type="checkbox"/> Charity <input type="checkbox"/> Community based organisation</p>																																					
Select the category of works, goods or services your business offers: (choose at least one)																																					
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Arts & Leisure Services</td> <td><input type="checkbox"/> Building Construction Materials</td> <td><input type="checkbox"/> Catering</td> <td><input type="checkbox"/> Cemetery & Crematorium</td> </tr> <tr> <td><input type="checkbox"/> Cleaning & Janitorial</td> <td><input type="checkbox"/> Clothing</td> <td><input type="checkbox"/> Consultancy</td> <td><input type="checkbox"/> Domestic Goods</td> </tr> <tr> <td><input type="checkbox"/> Education</td> <td><input type="checkbox"/> Environmental Services</td> <td><input type="checkbox"/> Health & Safety</td> <td><input type="checkbox"/> Financial Services</td> </tr> <tr> <td><input type="checkbox"/> Healthcare</td> <td><input type="checkbox"/> Horticultural</td> <td><input type="checkbox"/> Housing Management</td> <td><input type="checkbox"/> Human Resources</td> </tr> <tr> <td><input type="checkbox"/> Legal Services</td> <td><input type="checkbox"/> Mail Services</td> <td><input type="checkbox"/> Public Transport</td> <td><input type="checkbox"/> Stationery</td> </tr> <tr> <td><input type="checkbox"/> Utilities</td> <td><input type="checkbox"/> Furniture & Soft Furnishings</td> <td><input type="checkbox"/> Vehicle Management</td> <td><input type="checkbox"/> Street & Traffic Management</td> </tr> <tr> <td><input type="checkbox"/> Facilities & Management Services</td> <td><input type="checkbox"/> Highway Equipment & Materials</td> <td><input type="checkbox"/> Information Communication Technology</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sports & Playground Equipment & Maintenance</td> <td><input type="checkbox"/> Works - Construction, Repair & Maintenance</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Social Community Care Supplies & Services – Children</td> <td><input type="checkbox"/> Social Community Care Supplies & Services – Adults</td> <td></td> <td></td> </tr> </table>		<input type="checkbox"/> Arts & Leisure Services	<input type="checkbox"/> Building Construction Materials	<input type="checkbox"/> Catering	<input type="checkbox"/> Cemetery & Crematorium	<input type="checkbox"/> Cleaning & Janitorial	<input type="checkbox"/> Clothing	<input type="checkbox"/> Consultancy	<input type="checkbox"/> Domestic Goods	<input type="checkbox"/> Education	<input type="checkbox"/> Environmental Services	<input type="checkbox"/> Health & Safety	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Horticultural	<input type="checkbox"/> Housing Management	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Legal Services	<input type="checkbox"/> Mail Services	<input type="checkbox"/> Public Transport	<input type="checkbox"/> Stationery	<input type="checkbox"/> Utilities	<input type="checkbox"/> Furniture & Soft Furnishings	<input type="checkbox"/> Vehicle Management	<input type="checkbox"/> Street & Traffic Management	<input type="checkbox"/> Facilities & Management Services	<input type="checkbox"/> Highway Equipment & Materials	<input type="checkbox"/> Information Communication Technology		<input type="checkbox"/> Sports & Playground Equipment & Maintenance	<input type="checkbox"/> Works - Construction, Repair & Maintenance			<input type="checkbox"/> Social Community Care Supplies & Services – Children	<input type="checkbox"/> Social Community Care Supplies & Services – Adults		
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From the category identified above, list the sub categories (if any), that your business undertakes: e.g. advertising, printing, security, floristry etc:

List membership of trade organisation e.g.: Royal Institute of Chartered Surveyors:

List company accreditation achieved e.g. ISO, Investor in People, CHAS:

What is the approximate average value of contracts you can undertake for every opportunity?

Under £10k £10k – under 25k £25k – under £100k

Select the contract threshold that your business has the financial capability to cover. In other words, does your business have the turnover to deliver contracts within the following thresholds?

Under £10k £10k – under 25k £25k – under £100k

How many staff do you have in total? Full-time _____ Part-Time _____

What percentage of staff resides within the Royal Borough of Greenwich.

Full-time _____ % Part time _____ %

Does your business pay the London Living Wage: Yes/ No

If your business employs staff who are paid under the LLW, what percentage of the total workforce would they represent? _____ %

Note:

1. When requesting for quotes, officers as part of their duty to carry out due diligence, may require organisations to evidence relevant policies where it is applicable to do so, e.g. equalities, insurance etc.
2. A part-time worker is someone who works fewer hours than a full-time worker