

Supplier Application Form

1. Latrobe City Council Contact

Requesting Officer (full name):

2. Supplier Type

New Supplier Amendment Single Use Grant Employee

3. Company Contact Details

Sole Trader Partnership Company

Registered Business Name:

Please ensure that the name provided matches the details listed on the Australian Business Register.

ACN (if applicable): Do you have an ABN? Yes No

If Yes, please quote your ABN and indicate your GST status below.

If No, you will need to complete the 'Statement by Supplier' Form (available www.latrobe.vic.gov.au/supplier)

ABN: Are you registered for GST? Yes No

Postal Address: City/Town:

State: Post Code: Country:

Trading Address (if different from above): City/Town:

State: Post Code: Country:

Email: Remittance Email:

Website: Company Phone Number:

4. Main Contact Details

Full Name: Phone Number:

Position: Mobile Number:

Email Address: DOB (sole traders only):

Trading Address (if different): City/Town:

State: Post Code: Country:

5. Bank Details

Account Name: Bank Name:

Bank Address: City/Town:

State: Post Code: Country:

BSB Number: Account Number:

6. Category of Work

Please indicate the type of goods/services that your organisation can provide. This information may be used for future quotations for goods/services.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Accommodation Services <input type="checkbox"/> Advertising and Media Services
(eg: printing, radio, television, websites, design, photography) <input type="checkbox"/> Animal Care and Equipment <input type="checkbox"/> Audit Services <input type="checkbox"/> Banking Services <input type="checkbox"/> Catering Services
(eg: milk, coffee, food and beverage resale, catering services) <input type="checkbox"/> Chemical and Cleaning Products
(eg. agricultural chemicals, commercial cleaning products) <input type="checkbox"/> Civil Engineering and Construction <input type="checkbox"/> Cleaning Services (eg: carpet cleaning, floor polishing, graffiti removal, hygiene services, window cleaning) <input type="checkbox"/> Community Support, Events and Sponsorship
(eg. community events, contributions, entertainers, venue hire) <input type="checkbox"/> Construction, Operations and Civil Works
(eg. demolition, dredging, fencing, grates, civil construction) <input type="checkbox"/> Consultancy Services (eg: planning, environment, etc.) <input type="checkbox"/> Corporate Uniforms and Apparel
(eg: uniforms and corporate wardrobe) <input type="checkbox"/> Design Services <input type="checkbox"/> Education Services <input type="checkbox"/> Environmental, Heritage and Conservation Services <input type="checkbox"/> Event Management <input type="checkbox"/> Facilities Management <input type="checkbox"/> Fleet Maintenance and Services
(eg: vehicles, servicing and maintenance, fuel, fleet maintenance) <input type="checkbox"/> Flowers and Gifts
(eg: homeware, hampers, floral displays, flowers) <input type="checkbox"/> Fuels, Oils and Lubricants
(eg: biofuel, fuels, greases, oils, lubricants) <input type="checkbox"/> General Hardware and Power Tools
(eg: building supplies, power tools, etc.) <input type="checkbox"/> Grants <input type="checkbox"/> Grocery Supplies
(eg: fruit and vegetables, meat products, pantry items) <input type="checkbox"/> Insurance
(eg: insurance brokerage fees, workers compensation insurance) <input type="checkbox"/> IT and Telecommunications (eg: cameras, computers hardware and software, data storage, internet, phones) <input type="checkbox"/> IT Support (eg: IT contractors, website, IT security) <input type="checkbox"/> Legal Services <input type="checkbox"/> Library Goods and Services
(eg: books, CDs and DVDs, library furniture, library stocks) | <ul style="list-style-type: none"> <input type="checkbox"/> Medical and Healthcare
(eg: medical advisors, occupational therapy, etc.) <input type="checkbox"/> Office Equipment and Furniture (eg: blinds, curtains, carpets, kitchen fixtures, appliances, whitegoods) <input type="checkbox"/> Parks and Gardens Supplies and Services
(eg: arborists, tree services, caravan park services, landscaping) <input type="checkbox"/> Performing Arts (eg: museums and galleries, performing and visual arts/artists, arts industry) <input type="checkbox"/> Plant Equipment and Services
(eg: ag machinery, servicing and maintenance, plant hire) <input type="checkbox"/> Postage and Freight
(eg: air freight, couriers, DX charges, road freight, sea freight, postage) <input type="checkbox"/> Printing Services (eg: bulk printing, mail outs) <input type="checkbox"/> Print Management
(eg: printers, toner, paper and consumables) <input type="checkbox"/> Property and Realty Services (eg: real estate, etc.) <input type="checkbox"/> Record Management, Archiving and Disposal
(eg: document archive storage and destruction) <input type="checkbox"/> Recruitment Services
(eg: temporary and permanent non-IT staff) <input type="checkbox"/> Repairs and Maintenance (eg: air conditioning, building maintenance, electrical maintenance, locksmith) <input type="checkbox"/> Safety Equipment
(eg: protective clothing, safety equipment) <input type="checkbox"/> Security and Fire Services
(eg: security, essential safety measures, alarms.) <input type="checkbox"/> Sign Manufacturing and Signwriting Services
(eg: Council logos, traffic signage, etc.) <input type="checkbox"/> Social Services <input type="checkbox"/> Sport and Recreation Services and Equipment
(eg: leisure centre maintenance, sport/recreation equipment) <input type="checkbox"/> Stationary Supplies
(eg: paper, labels, writing tools, folders, filing supplies) <input type="checkbox"/> Subscriptions and Memberships
(eg: licenses, memberships, subscriptions, professional organisations) <input type="checkbox"/> Training and Development Services
(eg: conference fees, external/internal training courses and services) <input type="checkbox"/> Travel Services
(eg: airfares, bus/train charter, car hire, excursions, road tolls, taxis) <input type="checkbox"/> Utilities (eg: electricity, gas, solar power, water) <input type="checkbox"/> Volunteers <input type="checkbox"/> Valuation Services <input type="checkbox"/> Waste Management, Recycling and Landfill
(eg: bin supply, confidential waste disposal, recycling) |
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7. Insurance

It is a requirement of all suppliers performing works or services for Latrobe City Council to have current insurances. Examples of insurance include, but are not limited to; Public Liability Insurance, Professional Indemnity Insurance and WorkCover. All insurances must have sufficient coverage in relation to the works of services undertaken.

Please indicate below which policies and limits below you hold

- Public Liability Insurance Limit of Cover
- Professional Indemnity Insurance Limit of Cover
- Work Cover
- Other Limit of Cover

Latrobe City Council has the right to request evidence of insurance at any time and reserves the right to reject a supplier if insurance provided is deemed insufficient.

8. Confidentiality

We will keep all information, pertaining to you and your nominated financial institution account, private and confidential.

We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you, do not make any unauthorised use, modification, reproduction or disclosure of that information.

We will only disclose information that we have about you;

- to the extent specifically permitted by the law; or
- for the purpose of this agreement (including disclosing information in connection with any query, dispute of claim); or
- to verify details with your financial institution if required (eg. BSB and bank account number)

9. Potential Conflict of Interest

Do you have a potential conflict of interest with a member of Latrobe City Council staff or Councillors?

If you are in any doubt, please contact the Latrobe City Council Compliance Officer on 1300 367 700.

- Yes No

If yes, please provide details:

10. Corporate Social Responsibility

Is the business an Aboriginal and/or Torres Strait Islander controlled/owned business?

- Yes No

Does the business employ people of Aboriginal and/or Torres Strait Islander background?

- Yes No

11. Terms and Conditions

Definitions:

- 'Latrobe City Council' (LCC) is the purchaser of the goods or services;
 - 'Supplier' means the person, contractor, company or firm from whom the goods or services will be purchased by LCC.
1. (a) If the supplier has an ABN the name provided on this form and the supplier's invoices must be the same as the name registered with the Australian Securities and Investments Commission (ASIC); OR
(b) The supplier must provide proof of the Trading Name(s) registered with the Australian Taxation Office for taxation purposes. Otherwise payment of the Supplier's invoices may be delayed until verified or if paid, withholding tax will be deducted at the statutory rate.
 2. Each invoice the supplier submits for payment must include the LCC purchase order number.
 3. Invoices received from the supplier will be paid at the agreed rate as quoted on LCC's Purchase Order unless the Purchase Order specifies that it is an estimated amount. If the supplier has failed to substantiate the price, or a price is not specified or is variable, LCC may refuse to accept the price. Payment to the Supplier will not be made until agreement is reached between both parties.
 4. LCC's preferred method of receiving invoices is via email at accpay@latrobe.vic.gov.au. Alternatively, hardcopy invoices can be mailed to the Corporate Headquarters address as featured on the Purchase Order provided. Suppliers must quote the applicable LCC Purchase Order number, otherwise the invoice(s) will be returned to the supplier unpaid.
 5. All invoices must include the following, or will be returned the supplier:
 - purchase order number
 - the Australian Business Number (ABN) of the supplier;
 - the GST inclusive price of the taxable supply;
 - the words 'Tax Invoice' stated prominently;
 - the date of issue of the tax invoice;
 - the name of the supplier;
 - the name of the recipient (purchaser);
 - a brief description of each thing supplied; and
 - the quantity of the goods or the extent of services supplied, and when GST payable is exactly 1/11th of the total price, either a statement along the lines of 'the total price includes GST', or the GST amount clearly stated.

Suppliers not registered for GST

- Statement by a Supplier Form must be completed;
 - GST exclusive price of the non-taxable supply;
 - words 'Invoice' stated prominently;
 - the date of issue of the invoice;
 - the name of the supplier;
 - a brief description of each thing supplied; and
 - the quantity of the goods or the extent of services supplied
 - a statement along the lines of 'the total price excludes GST' is clearly stated.
 - LCC may offset or deduct from any amount(s) owing the supplier any amount(s) which may be due or payable by the supplier to LCC pursuant to an LCC purchase order having been issued to the supplier and may not be conditional upon agreement by both parties.
6. Latrobe City Council standard terms for payment are 30 days from the receipt of a valid invoice unless mutually agreed or stated on the Purchase Order. All payments are made by Electronic Funds Transfers (EFT). We will forward a remittance advice by email on the day payment is transferred to your bank account

12. Declaration

- I/We warrant that the statements and particulars contained in this application are true and complete and give specific authority to Latrobe City Council to seek financial reports and other references concerning the Company
- I/We have read, understand and accept Latrobe City Council Standard Terms and Conditions and agree to trade in accordance with these.
- I/We understand that completion of this questionnaire does not guarantee that I/we will be asked to tender/ quote for or provide services or supply any goods in the future.
- I/We have read, understand and agree to abide by Latrobe City Council's Supplier Code of Conduct (available at www.latrobe.vic.gov.au/supplier).
- I/We have read, understand and accept Latrobe City Council Purchase Order Terms and Conditions and agree to trade in accordance with these

Completion of this questionnaire does not guarantee that you will be included on our list of registered suppliers.

Failure to submit all information requested in this questionnaire may result in your application being rejected.

Once completed, please send this form to: suppliers@latrobe.vic.gov.au