

# Supplier Accreditation Service



## Select Accredited

If your company tenders regularly for public sector contracts, you will save time, effort and cost by applying to Select Accredited status.

Once you have achieved the Accredited standard, your registration will be accepted by all public bodies that have adopted the Select Accredited service – giving your business visibility to thousands of public sector buyers

A business with Select Accredited accreditation will be known as financially stable, compliant with relevant legislative standards, reliable and able to provide a successful trading history – in short a company that is ‘fit’ to do business with.

Select Accredited provides third party endorsed assessment across a common range of requirements and demonstrate to public sector buyers that you have achieved a recognised public sector standard

The Select Accredited standard matches the robust standards set by UK government

## Supplier pre-qualification

Select Accredited is the national pre-qualification service for the public sector. It has been developed to reduce the amount of administration that suppliers and public sector buyers face during the tender process

Select Accredited offers a simple and structured approach to pre-qualification via supplier assessment across a range of commonly evaluated criteria. Once registered, Select Accredited will allow you to be regarded as a company that is fit to do business with

# Why should I become an Accredited supplier?



## Supplier Benefits

Suppliers seeking full accreditation should apply for Select Accredited service. If you intend to tender regularly for contracts, you will save time, effort and costs by applying for Select Accredited status. Your accreditation need only then be renewed once, annually.

Suppliers simply complete the online application and provide the relevant supporting documentation for review and once accredited will be viewable to thousands of public sector buyers

## As a Select Accredited supplier, you will benefit from:

- Recognition as an accredited supplier to the public sector
- Access to thousands of registered public sector buyers
- Streamlining your business to improve your overall offer
- Improved efficiency through a single annual assessment for all tenders
- Reduced administration
- Competitive advantage
- A cost-effective method of marketing your business
- Value for money: annual subscription prices are based on turnover

## Why should I become an Accredited supplier?

### Buyer Benefits

Public sector buyers are spending the public purse and with budgets becoming tighter it has become increasingly important for them to pre-qualify their suppliers. Pre-qualification helps them to ensure that suppliers meet the required standards for technical, legal and financial capabilities.

### Buyers using Accredited suppliers will benefit from:

- Access to a diverse database of approved suppliers
- Reduced risk buying by having access to pre-qualified, good quality suppliers
- Improved efficiency by having a single, streamlined procurement process
- Reduced administration
- A transparent, fully auditable pre-qualification system
- Compliance: the BIP Select pre-qualification system is fully compliant with the EC treaty Principles
- Helping to support local businesses and SME's

## How much does it cost?

The annual Select accreditation fee starts from as low as £90 plus VAT, and is solely dependent on your company's overall turnover. The charge is therefore proportional to ability to pay and the value to be derived from the service.

Yearly Turnover	Fee (Excl. VAT)	VAT	Amount Payable
£0 - £249,000	£90	£18	£108
£250,000 - £999,999	£230	£46	£276
£1,000,000 - £1,999,999	£390	£78	£468
£2,000,000 - £4,999,999	£440	£88	£528
£5,000,000 - £19,999,999	£650	£130	£780
£20,000,000 - £49,999,999	£950	£190	£1140
£50,000,000 and above	£1380	£276	£1656

## Information Required for Accreditation

Companies House	<ul style="list-style-type: none"> <li>• Registration Number (if applicable)</li> </ul>
VAT	<ul style="list-style-type: none"> <li>• Number</li> </ul>
When business set up	<ul style="list-style-type: none"> <li>• Date</li> </ul>
When incorporated	<ul style="list-style-type: none"> <li>• Date (if applicable)</li> </ul>
Dun & Bradstreet	<ul style="list-style-type: none"> <li>• Dun &amp; Bradstreet Number</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>• Insurance Company Name</li> <li>• Policy Number</li> <li>• Employers Liability Limit</li> <li>• Public Liability Limit</li> <li>• Contractors All Risk Limit</li> <li>• Professional Indemnity Limit</li> <li>• Expiry dates</li> </ul>
Company Bank	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> </ul>
Full Partners'/Directors' Details	<ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Date of Birth</li> <li>• Home Postcode</li> </ul>
Branch Contact Details	<ul style="list-style-type: none"> <li>• Contact Name</li> <li>• Branch Address</li> <li>• Telephone No</li> </ul>
Staffing Details	<p>For Head Office, Subcontractors &amp; Branch Offices:</p> <ul style="list-style-type: none"> <li>• Number of Staff</li> <li>• Breakdown of Trade &amp; Duties</li> </ul>
Trade Association / Professional Bodies	<ul style="list-style-type: none"> <li>• Membership Type</li> <li>• Membership Number</li> <li>• Start Date</li> <li>• End Date</li> </ul>
Area of Operation	<ul style="list-style-type: none"> <li>• Select the locations you are prepared to work in</li> </ul>

### Mandatory Information

- Company registration
- Insurance
- References
- Directors details
- Staffing Levels