

# Voluntary **Action** Islington

## Commissioning

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### Evidence checklist for tendering

Item	✓
Legal status of provider, eg sole trader, partnership, private limited company Certificate of incorporation, company type and number	
Charity or CIC number	
Audited accounts for last three years, including profit and loss and turnover	
VAT registration number	
Banking details	
Information on any related companies and consortium arrangements, including sub-contractors	
Details of insurance cover for: <ul style="list-style-type: none"><li>• public liability insurance</li><li>• employer's liability insurance</li><li>• professional indemnity insurance</li></ul>	
Bonds or guarantees from bank (if asked for)	
References from, or contact details of, current and/or previous clients	
Directors' and relevant staff's CVs/biographies (including any disqualifications and current employment details, for conflicts of interest)	
Management and organisation structure	
Workforce information – number of employees, staff turnover, and percentage of management	
Equal opportunities policy	
Environmental policy and details of any environmental management system/process	
Data protection policy	
Freedom of information policy	
Health and safety policy	

Item	✓
Safeguarding policy (if relevant to tender)	
Human resources policy/strategy	
Membership of recognised professional bodies	
Quality standards certificates: <ul style="list-style-type: none"> <li>• Investors in People</li> <li>• PQASSO</li> <li>• ISO Standards (if applicable)</li> <li>• service relevant standards</li> <li>• other</li> </ul>	
Risk assessment and management systems Including business continuity plans	
Breakdown of costs and unit prices	
Details of any outstanding or pending legal disputes	
Brief description of organisation's history, purpose and current services	
Details of current contracts, projects and related work	
Examples and evidence of ability to deliver service specification of the contract	

(Source: NAVCA)