



# Marine Institute Vendor Selection

## SECTION A

PLEASE COMPLETE THE FOLLOWING DETAILS:

<b>Vendor Name</b>	
<b>Address</b>	
<b>E-Mail Address</b>	
<b>Phone/Fax Number</b>	
<b>Contact Person</b>	

PLEASE INDICATE THE AREA(S) WHICH YOU WOULD LIKE TO BE LISTED FOR:

<b>Professional Services</b>	
<b>Facilities Services</b>	
<b>Office Equipment and Furniture</b>	
<b>Scientific/Laboratory Equipment</b>	
<b>Scientific/ Laboratory Consumables</b>	
<b>Scientific Services (Calibration and Equipment Services)</b>	
<b>IT Equipment</b>	
<b>Survey Equipment</b>	
<b>Ship Supplies and Services</b>	
<b>Office Consumables</b>	
<b>Education and Training</b>	
<b>Travel, Taxis and Couriers</b>	
<b>Health and Safety</b>	
<b>Motor</b>	
<b>Corporate Events</b>	
<b>Design, Print and Photography</b>	
<b>Other (please give details)</b>	



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## SECTION B

VENDORS WISHING TO BE INCLUDED ON THE MARINE INSTITUTE VENDOR LIST ARE REQUIRED TO SUBMIT THE FOLLOWING REFERENCES AND GIVE FULL DETAILS OF HOW THEIR ORGANISATION MEETS THE CRITERIA OUTLINED BELOW.

### CUSTOMERS AND FINANCIAL

1.0	Bank reference/credit report
1.1	Customer reference #1
1.2	Customer reference #2
1.3	Details of experience with similar projects/customers
1.4	Details of track record past performance history / reputation
1.5	Annual turnover (if public company)
1.6	Number of years trading
1.7	If expected annual turnover with the Marine Institute (incl. VAT) is greater than €6,500, please submit a current tax clearance certificate
1.8	If you have provided products/services to the Marine Institute previously, please state over what period

### TECHNICAL

2.0	Demonstration of technical ability
2.1	Ability to meet needs at all locations, if contracting for multiple Marine Institute locations. If not, please specify which location
2.2	The flexibility to scale up or down the service as required
2.3	The quality and quantity of staff needed to carry out the contract
2.4	The ability to carry out any administration requirements specifically related to Marine Institute requirements (e.g. billing in correct format)



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## SECTION C

**SOME OF THESE MAY BE REQUIRED FOR INCLUSION ON THE VENDOR LIST FOR ACCREDITED TESTS.**

2.1	Accredited Quality standards
2.2	Willingness to enter into a Service Level Agreement
2.3	A Business Continuity Plan
2.4	Operation of an Environmental Policy
2.5	The ability to manage own risk

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### **POLICY WITH REGARD TO CONFIDENTIALITY AND FREEDOM OF INFORMATION**

The Institute will strongly endeavour to hold confidential any information provided to it by individuals or others on a confidential basis, subject to the Institute's obligations under law, including the Freedom of Information Act.

It is the responsibility of the person or body to make very clear that they do not want the information that they supply to the Institute disclosed due to its sensitive nature, and to specify the reasons for the information's sensitivity.

The Institute will consult with any individual or body supplying such sensitive information before making a decision on any Freedom of Information request received. **In the event that any information supplied is not identified as confidential, with supporting reasons, then it is likely to be released in response to an FOI request.**

**INCLUSION ON THE MARINE INSTITUTE VENDOR LIST DOES NOT AUTOMATICALLY INCLUDE YOU ON ANY TENDER LIST.**