

# Low Value Purchase System

# Low Value Purchase System

Welcome to the Low Value Purchase System Registration Questionnaire.

You will only have to complete this questionnaire once to register on the Low Value Purchase System.

The Low Value Purchase System (LVPS) provides public sector buyers with a new route to market for their below threshold common goods and services.

As part of the registration process, you will be asked to complete a suitability assessment questionnaire and provide information about the types of goods and services you can provide. This information will allow buyers to invite you to bid for contracts that are suited to you directly, streamlining the contracting process. This questionnaire should be updated if your business changes its service offerings to ensure all opportunities offered are valid.

## Legal Status

1. Full name of organisation and trading name (if different)

Full name of organisation

Trading name

2. Address of registered office

Address lookup

Street

Town or City

County or state

Postcode

Country

Country

Select a country

3. Contact details for enquiries

Name

Position

Address lookup

Street

Town or City

County or state

Postcode

Country

Country

Select a country

Telephone number

Email

Legal Status

4. Type of organisation (please select the appropriate option)

- ☐ Public limited company
- ☐ Limited company
- ☐ Limited liability partnership
- ☐ Other partnership
- ☐ Sole trader
- ☐ Third sector
- ☐ Other

Please specify

5. Date of registration in country of origin

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

6. Are you a Small, Medium or Micro Enterprise (SME)?

SME is a business with fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m.

- ☐ Yes
- ☐ No

# Legal Status

7. Please confirm which of the following options applies to your organisation?

► Guidance

- Micro - up to 10 employees
- Small - up to 50 employees
- Medium - up to 250 employees

☐ Micro

☐ Small

☐ Medium

## Legal Status

8. Are you a Voluntary, Community and Social Enterprise (VCSE)?

A VCSE is an organisation working with Social Purposes

☐ Yes

☐ No

## Legal Status

9. Please provide the following registration numbers (if applicable):

Company registration number

VAT registration number

Charity registration number

Head office DUNS number

10. Please provide the details of any immediate parent company and any ultimate parent company (if applicable)

Full name of organisation

Address lookup

Street

Town or City

County or state

Postcode

Country

Country

Select a country

Head office DUNS number

Head office VAT number

11. If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? If yes, please provide the relevant details, including registration number.

☐ Yes

☐ No

Please provide details

Registration number

## Legal Status

12. Please provide the number of professional or trade registers your organisation is registered with.

## Legal Status



13. Please provide the following details for the professional or trade registered your organisation is registered with.

Description

Registration number

## Legal Status

14. Please provide the following details for the professional or trade registered your organisation is registered with.

Description

Registration number

## Legal Status

15. Please provide the following details for the professional or trade registered your organisation is registered with.

Description

Registration number

# Legal Status

16. Please provide the following details for the professional or trade registered your organisation is registered with.

Description

Registration number

# Legal Status

17. Please provide the following details for the professional or trade registered your organisation is registered with.

Description

Registration number

# Legal Status

18. Please provide the following details for the professional or trade registered your organisation is registered with.

Description

Registration number

# Legal Status

19. Please provide the following details for the professional or trade registered your organisation is registered with.

Description

Registration number

# Legal Status

20. Please provide the following details for the professional or trade registered your organisation is registered with.

Description

Registration number

## Legal Status

21. Please provide the following details for the professional or trade registered your organisation is registered with.

Description

Registration number

## Legal Status

22. Please provide the following details for the professional or trade registered your organisation is registered with.

Description

Registration number

# Legal Status

23. In the country in which you were established, are you required to hold any authorisation, or to be a member of a particular organisation in order to provide the goods and/or services offered by you?

☐ Yes

☐ No

Please provide details.

# Legal Status

24. Please provide details below for the Person of Significant Control (PSC) 1.

Full name

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Nationality

County, state or part of the UK where the PSC usually lives

## Guidance

Companies are required to keep a register of individuals or legal entities that have control over them. You are required to provide the details of Persons of Significant Control as part of your LVPS submission.

You can find our further information related to Persons of Significant Control here:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/753028/170623\\_NON-STAT\\_Guidance\\_for\\_PSCs\\_4MLD.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/753028/170623_NON-STAT_Guidance_for_PSCs_4MLD.pdf)

Service address

A service address is the official contact address of a company director, secretary, subscriber, Person with Significant Control (PSC), or LLP member

Street

Town or City

County or state

Postcode

Country

Country

Select a country

Details of professional or trade registration

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

25. Which conditions for being a PSC are met?

- ☐ Over 25% up to (and including) 50%
- ☐ more than 50% and less than 75%
- ☐ 75% or more

# Legal Status

26. Please provide details below for the Person of Significant Control (PSC) 2.

Full name

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Nationality

County, state or part of the UK where the PSC usually lives

Service address

A service address is the official contact address of a company director, secretary, subscriber, Person with Significant Control (PSC), or LLP member

Street

Town or City

County or state

Postcode

## Guidance

Companies are required to keep a register of individuals or legal entities that have control over them. You are required to provide the details of Persons of Significant Control as part of your LVPS submission.

You can find our further information related to Persons of Significant Control here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/753028/170623\\_NON-STAT\\_Guidance\\_for\\_PSCs\\_4MLD.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/753028/170623_NON-STAT_Guidance_for_PSCs_4MLD.pdf)

Country

Country

Select a country

Details of professional or trade registration

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

27. Which conditions for being a PSC are met?

☐

Over 25% up to (and including) 50%

☐

more than 50% and less than 75%

☐

75% or more

# Legal Status

28. Please confirm if you are a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc") of the Modern Slavery Act 2015?

☐

Yes

☐

No

# Legal Status



29. Have you complied with the annual reporting requirements contained within section 54?

☐ Yes

☐ No

Please insert url to the statement

Please give an explanation

# Criminal Records Declaration

30. I confirm that, within the last five years, neither my organisation, nor any other person who is a member of the administrative, management or supervisory body of the organisation or who represents, controls or makes decision on behalf of the organisation has been convicted of any of the offences listed below:

► Participation in a criminal organisation

Participation offence as defined by section 45 of the Serious Crime Act 2015. Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

► Corruption

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;  
The common law offence of bribery;  
Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

► Fraud

Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

- the common law offence of cheating the Revenue;
- the common law offence of conspiracy to defraud;
- fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
- fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
- an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
- fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

► Terrorist offences or offences linked to terrorist activities

► Money laundering or terrorist financing

► Child labour and other forms of trafficking in human beings

Any offence:

- listed in section 41 of the Counter Terrorism Act 2008;
- listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
- under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002.

An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.

- An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004
- An offence under section 59A of the Sexual Offences Act 2003
- An offence under section 71 of the Coroners and Justice Act 2009
- An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994
- An offence under section 2 or section 4 of the Modern Slavery Act 2015

► Non-payment of tax and social security contributions

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision. Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

- HMRC successfully challenging the potential supplier under the General Anti - Abuse Rule (GAAR) or the "Halifax" abuse principle; or
- a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or "Halifax" abuse principle;
- a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established.

☐

I confirm

☐

I cannot confirm

By selecting that you cannot confirm your organisation will be deemed as non compliant and will therefore be rejected from the LVPS

## Goods and Services

**31.** Please select the service heading(s) for the goods and/or services that your organisation is able to provide.  
Tick all that apply

You are advised to select only the relevant criteria to your organisation. Buyers will assess your credentials for specific contract opportunities during call for competitions.

☐

Agricultural, farming, fishing, forestry and related products

### Guidance

You are advised to select only the relevant criteria to your organisation. Buyers will assess your credentials for specific contract opportunities during call for competitions.

Please provide a brief description of your service offering, and related pricing information.

☐

Petroleum products, fuel, electricity and other sources of energy

Please provide a brief description of your service offering, and related pricing information.

☐

Mining, basic metals and related products

Please provide a brief description of your service offering, and related pricing information.

☐

Food, beverages and related products

Please provide a brief description of your service offering, and related pricing information.

☐

Agricultural machinery

Please provide a brief description of your service offering, and related pricing information.

☐

Clothing, footwear, luggage articles and accessories

Please provide a brief description of your service offering, and related pricing information.

☐

Leather and textile fabrics, plastic and rubber materials

Please provide a brief description of your service offering, and related pricing information.

☐

Translation Services

Please provide a brief description of your service offering, and related pricing information.

☐

Chemical products

Please provide a brief description of your service offering, and related pricing information.

☐

Electrical machinery, apparatus, equipment and consumables; Lighting

Please provide a brief description of your service offering, and related pricing information.

☐

Rail, Air & Sea Auxiliary Products

Please provide a brief description of your service offering, and related pricing information.

☐

Security, fire-fighting, police and defence equipment

Please provide a brief description of your service offering, and related pricing information.

☐

Musical instruments, sport goods, games, toys, handicraft, art materials and accessories

Please provide a brief description of your service offering, and related pricing information.

☐

Collected and purified water

Please provide a brief description of your service offering, and related pricing information.

☐

Industrial machinery

Please provide a brief description of your service offering, and related pricing information.

☐

Machinery for mining, quarrying, construction equipment

Please provide a brief description of your service offering, and related pricing information.

☐

Installation services (except software)

Please provide a brief description of your service offering, and related pricing information.

☐

Hotel, restaurant and retail trade services

Please provide a brief description of your service offering, and related pricing information.

☐

Transport Services With Driver/Operator (excl. Waste Transport)

Please provide a brief description of your service offering, and related pricing information.

☐

Supporting and auxiliary transport services; travel agencies services

Please provide a brief description of your service offering, and related pricing information.

☐

Agricultural, forestry, horticultural, aquacultural and apicultural services

Please provide a brief description of your service offering, and related pricing information.

☐

Education and training services

Please provide a brief description of your service offering, and related pricing information.

☐

Permanent Recruitment and Contingent labour

Please provide a brief description of your service offering, and related pricing information.

☐

Sewage-, refuse-, cleaning-, and environmental services

Please provide a brief description of your service offering, and related pricing information.

☐

Recreational, cultural and sporting services

Please provide a brief description of your service offering, and related pricing information.

☐

Other community, social and personal services

Please provide a brief description of your service offering, and related pricing information.

☐

Research



Please provide a brief description of your service offering, and related pricing information.

IT services and support

Please provide a brief description of your service offering, and related pricing information.

## Goods and Services Location

32. Please provide the postcode / radius in which your organisation is able to provide '**Agricultural, farming, fishing, forestry and related products**' services.

Enter postcode

Postcode

Within

2 miles

## Goods and Services Location

33. Please provide the postcode / radius in which your organisation is able to provide '**Petroleum products, fuel, electricity and other sources of energy**' services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

34. Please provide the postcode / radius in which your organisation is able to provide **'Mining, basic metals and related products'** services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

35. Please provide the postcode / radius in which your organisation is able to provide **'Food, beverages and related products'** services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

36. Please provide the postcode / radius in which your organisation is able to provide **'Agricultural machinery'** services.

Enter postcode

Postcode      Within

2 miles

## Goods and Services Location

37. Please provide the postcode / radius in which your organisation is able to provide **'Clothing, footwear, luggage articles and accessories'** services.

Enter postcode

Postcode      Within

2 miles

## Goods and Services Location

38. Please provide the postcode / radius in which your organisation is able to provide **'Leather and textile fabrics, plastic and rubber materials'** services.

Enter postcode

Postcode      Within

2 miles

# Goods and Services Location

39. Please provide the postcode / radius in which your organisation is able to provide **'Translation Services'** services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

40. Please provide the postcode / radius in which your organisation is able to provide **'Chemical products'** services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

41. Please provide the postcode / radius in which your organisation is able to provide **'Electrical machinery, apparatus, equipment and consumables; Lighting'** services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

42. Please provide the postcode / radius in which your organisation is able to provide **'Rail, Air & Sea Auxiliary Products'** services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

43. Please provide the postcode / radius in which your organisation is able to provide **'Security, fire-fighting, police and defence equipment'** services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

44. Please provide the postcode / radius in which your organisation is able to provide **'Musical instruments, sport goods, games, toys, handicraft, art materials and accessories'** services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

45. Please provide the postcode / radius in which your organisation is able to provide **'Collected and purified water'** services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

46. Please provide the postcode / radius in which your organisation is able to provide **'Industrial machinery'** services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

47. Please provide the postcode / radius in which your organisation is able to provide **'Machinery for mining, quarrying, construction equipment'** services.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

48. Please provide the postcode / radius in which your organisation is able to provide **'Installation services (except software)'**.

Enter postcode

Postcode

Within

2 miles

## Goods and Services Location

49. Please provide the postcode / radius in which your organisation is able to provide **'Hotel, restaurant and retail trade services'**.

Enter postcode

Postcode

Within

2 miles

## Goods and Services Location

50. Please provide the postcode / radius in which your organisation is able to provide **'Transport Services With Driver/Operator (excl. Waste Transport)'** services.

Enter postcode

Postcode

Within

2 miles



# Goods and Services Location

51. Please provide the postcode / radius in which your organisation is able to provide **'Supporting and auxiliary transport services; travel agencies services'**.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

52. Please provide the postcode / radius in which your organisation is able to provide **'Agricultural, forestry, horticultural, aquacultural and apicultural services'**.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

53. Please provide the postcode / radius in which your organisation is able to provide **Education and training services**.

Enter postcode

Postcode      Within

2 miles

# Goods and Services Location

54. Please provide the postcode / radius in which your organisation is able to provide **Permanent Recruitment and Contingent labour** services.

Enter postcode

Postcode      Within

2 miles

# Goods and Services Location

55. Please provide the postcode / radius in which your organisation is able to provide **Sewage-, refuse-, cleaning-, and environmental services**.

Enter postcode

Postcode      Within

2 miles

# Goods and Services Location

56. Please provide the postcode / radius in which your organisation is able to provide 'Recreational, cultural and sporting services'.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

57. Please provide the postcode / radius in which your organisation is able to provide 'Other community, social and personal services'.

Enter postcode

Postcode

Within

2 miles

# Goods and Services Location

58. Please provide the postcode / radius in which your organisation is able to provide **'Research'**.

Enter postcode

Postcode      Within

2 miles

## Goods and Services Location

59. Please provide the postcode / radius in which your organisation is able to provide **'IT services and support'**.

Enter postcode

Postcode      Within

2 miles

## Organisation Status

60. Are you either a Small, Medium or Micro Enterprise (SME) or a Voluntary, Community and Social Enterprise (VCSE)?

☐ Yes

☐ No

# Contact Details Confirmation

61. Please provide the contact information below, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Street

Town or City

## Guidance

You can update your contact details at any point during the lifetime of the LVPS, by updating your RM6237 Low Value Purchase System LVPSQ.

County or state

Postcode

Country

Country

Select a country

62. Please provide your organisations headquarters details before continuing to the next page.

Full name of headquarters

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Country

Country

Select a country

DUNS number

# LVPS Assessing

63. Have you reviewed the related self cleaning evidence?

☐ Yes

☐ No

Explain the reason why self cleaning evidence is not reviewed

64. Are you satisfied with the evidence and explanation provided by the supplier?

☐ Yes

☐ No

Explain the reason why you are not satisfied with the evidence or explanation provided by supplier

# LVPS Assessing



65. Please confirm one of the following actions for this supplier submission.

- ☐ Direct this submission to the Registered 1 stage
- ☐ Reject this submission from the Low Value Purchase System

Confirm the rejection of this supplier for Low Value Purchase System

Explain the reason for rejected of this supplier from the Low Value Purchase System.

Please note this reason for rejection, will be included in a notification to the Supplier.

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

LVPS Appointment Form

Please review and confirm your agreement to the following LVPS Appointment Form information, before proceeding with your application for the RM6237 Low Value Purchase System.

**Crown Commercial Service**

The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS).

Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP.

**Supplier**

The name, address, and registration number of the Supplier will be captured as part of the selection questionnaire during the LVPS Registration process.

**LVPS Incorporated Terms**

This LVPS Appointment Form and the CCS - Supplier Contract constitute the agreement entered into between CCS and the Supplier for the Supplier to provide the Offered Deliverables through the LVPS.

If there is any conflict between this LVPS Appointment Form and the LVPS Agreement, the terms of the LVPS Appointment Form shall prevail.

**Low Value Purchasing System Start Date**

The date in which you agree to the Terms and Conditions; and become 'Appointed' to the LVPS is the start date of your LVPS Agreement. If you become appointed in the period 17/03/2021 - 30/03/2021 your LVPS agreement start date will be 31/03/2021.

# LVPS Appointment Form

Please review the following information, before proceeding with your application for the RM6237 Low Value Purchase System.

**Management Levy**

The Supplier will pay, excluding VAT, 1 % of all the Charges for the Deliverables invoiced to the Buyer under all Order Contracts.

**Supplier LVPS Agreement Manager**

**Supplier Authorised Representative**

**Supplier Compliance Officer**

**Supplier Data Protection Officer**

**Supplier Marketing Contact**

**CCS Authorised Representative**

Name

Job Title

Email Address

Telephone

By selecting **"I Confirm"** you confirm that you comply with the above LVPS Appointment Form statements and requirements. Once you have selected the tick box to confirm your compliance and acknowledgement of the above, select **'Save and continue'** to be presented with your non watermarked LVPS Appointment Form.

☐

I Confirm

**Confirm LVPS Agreement**

You have successfully completed the Low Value Purchase System Suitability Assessment. The LVPS Appointment Form will be electronically signed and managed by Crown Commercial Service (CCS) and you.

Final sign off to ensure a legally binding LVPS Appointment Form between CCS and you is completed by you ticking your acceptance in the below box.

By ticking, you are confirming that you comply with the following agreements and documentation, which you should download and retain:

- [LVPS Agreement](#) (which includes Payment of management Levy)
- [Privacy Notice & CCS LVPS Terms of Use](#)
- Answer Link
- [LVPS Access Pack](#) (which includes the Terms and Conditions, LVPS Needs and Customer Needs documents)

If you are electronically signing the LVPS Appointment Form for the RM6237 Low Value Purchase System as the lead contact for a Group of Economic Operators (consortia) your electronic signature will be the signature that represents all members of the consortia as detailed within your submission for this LVPS.

Once you have ticked that you agree to the covenants above you will be formally Appointed to the Low Value Purchase System.

Failure to tick that you agree at this stage will prevent you from securing your appointment on to the Low Value Purchase System, as there will be no legally binding LVPS Appointment Form between CCS and you.

☐ I Agree

## Confirm Rejection

Confirm the rejection of this supplier for Low Value Purchase System.

☐

I Confirm

Explain the reason for rejection of this supplier for Low Value Purchase System.

Please note this reason for rejection, will be included in a notification to the Supplier.

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

# Reappoint

Please confirm if you wish to reappoint this supplier.

☐

I Confirm

Please provide a reason