



Supplier Showcase Questionnaire

Background

Heathcotes and Arena and Convention Centre Liverpool have launched a search to identify the region's very best food producers. The prize on offer is for local producers to have their products used by Heathcotes' trained chefs to create mouth-watering food for the thousands of guests attending events at the venue. Building on the Heathcotes tradition of using local suppliers whenever possible, food producers within Liverpool city centre and surrounding areas are being asked to submit their products to a judging panel of food and event catering experts. By receipt of this invitation suppliers are invited to complete the following questionnaire and submit their response by Wednesday 17th February 2010 to Charlotte Moore, ACC Liverpool, Monarchs Quay, Liverpool L3 4FP. Please call Charlotte Moore on 0151 703 7284 for any enquiries.

Purpose of this Questionnaire

This questionnaire sets out the information which is required by ACC Liverpool and Heathcotes in order to assess the suitability of potential providers in terms of their product, knowledge and experience, capability/capacity, organisational and financial standing. During the questionnaire stage, the intention is to arrive at a short list of qualified providers for a formal invitation to showcase their produce at ACC Liverpool on the 26th February 2010.

Questionnaire

1. Company Details

Company Name: _____

Address: _____

Town/City: _____ Postcode: _____

Website: _____ Company Reg No. (if applicable) _____

VAT No. (if applicable) _____ Turnover: _____

Number of employees – please specify non-operational e.g. admin/sales and operational staff e.g. warehouse, production etc.

2. Name, position, telephone number and e-mail address of main contact:

Name: _____ Position: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

3. Company status (Please tick one box)

Sole Trader Partnership Public Limited Company

Private Limited Company Other (please state) _____

4. Product:

Product type:
(e.g. bakery, fish, meat, dairy, confectionery, veg, fruit, preserves, condiments, cheese, pies other)

Seasonality – if your product is seasonal what is its season/availability:

Is all your product packaged and labelled in accordance with the relevant legislation?

In what temperature state is your product delivered i.e. ambient, chilled, frozen?

What packaging do you use? i.e. recyclable trays, cardboard box, wax boxes other?

5. General

Please detail why you feel your product should be included in our supplier list:

Please detail your ability to deliver to ACC Liverpool:

Please detail your capability to fulfill demand – are you able to deliver directly or do you have an existing relationship with a wholesaler?:

6. H&S, HACCP, Quality Assurance

Does your company have a documented and implemented Food Safety Management System that follows the Codex HACCP Principles? Please specify system and list any recognised Quality Approval certificates you hold.

Is your company a member of Trade Body? Please specify.

7. Any other information you feel is relevant

Does your company have a documented and implemented Food Safety Management System that follows the Codex HACCP Principles? Please specify system and list any recognised Quality Approval certificates you hold.

8. is there a quirky story to your product? / any special history of your product that would help illustrate to us why you should be a Heathcotes Food Hero?

Please feel free to attach additional sheets.