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| **Procurement Policy Note - Supplier Relief due to Covid 19** During these unprecedented and challenging times Central Government have issued a guidance document to all public bodies concerning supplier relief (support):    <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874178/PPN_02_20_Supplier_Relief_due_to_Covid19.pdf> The Harmony Trust are keen to work with their suppliers through this government initiative and assist in keeping the economy running wherever possible. If you feel that you meet the criteria for supplier relief as detailed in the guidance then please complete the attached questionnaire so that we can make an informed decision about any future support. Please return the completed questionnaire to: accountspayable@theharmonytrust.orgSuppliers invoicing for goods / services which continue to be provided as normal during the disruption will continue to be paid upon receipt of invoice.  As most of our schools are currently closed please email rather than post your invoices to us. |
| ***Supplier Name*** |  |
| ***Nature of supplies/services to The Harmony Trust*** |  |
| ***Registered Business Address*** |  |
| ***Please provide details of additional support being requested? Nature, value, what will it be used for?*** |  |
| ***Insurance - Does the supplier have business interruption insurance? Does this insurance provide adequate cover for business interruption doe to Coronavirus?*** |  |
| ***Please supply a copy of financial statements for the last three full financial years.*** |  |
| ***Is the business liable for Non-Domestic Rates?*** |  |
| ***If yes, please provide detail*** |  |
| ***If the business is not liable for any non-domestic rates please indicate whether this is because all premises are in receipt of reliefs or because the business does not operate from any non-domestic premises.*** |  |
| ***Other Support already applied for / in progress / expected - please provide details or state if N/A*** |
| [*https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19*](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19) |
| *Coronavirus Job Retention Scheme (80% support for wages)* |  |
| *VAT and Income Tax payment deferral* |  |
| *Self-Employment Income Support Scheme* |  |
| *Statutory sick pay relief package for SMEs* |  |
| *12 Month business rates 100% relief for retail, hospitality, leisure and nursery businesses* |  |
| *Small Business grant funding of £10,000 for all business in receipt of small business rate relief or rural rate relief* |  |
| *Grant funding of £25,000 for retail, hospitality and leisure businesses with a rateable value between £15,000 and £51,000* |  |
| *Coronavirus Business Interruption Loan Scheme*  |  |
| *New lending facility from the Bank of England to help support liquidity among larger firms* |  |
| *HMRC Time to Pay Scheme* |  |
| ***Will the supplier commit to the expectations of PPN 02/20, which includes:*** |
| *Acting on an open book basis and make cost data available to the Council during this period. This includes data from ledgers, cash-flow forecasts, balance sheet and profit and loss accounts as required and requested.* |  |
| *Continue to pay employees and flow down funding to their subcontractors* |  |
| *Ensure all invoices clearly identify which elements of the invoiced amount relate to business as usual and which amounts relate to the impact of Covid-19.* |  |