

# APPROVED VENDOR REQUEST **Application Form**

**IMPORTANT:**

When complete, the Application can be returned to us via facsimile, email (preferred) or post.

C/O Contract Management Service  
P.O. Box 555  
Spring Hill QLD 4001  
Fax - 07 3326 3420  
E-mail – [contracts@gss.org.au](mailto:contracts@gss.org.au)

Applications will be assessed through independent ABN and BSA searches, Work Cover Queensland verifications and any other necessary means to assure that the Vendor is an appropriately licensed, accredited and credible supplier.

St Vincent's & Holy Spirit Health reserves the right to review, terminate or change the approval status without notice to the Vendor at anytime.

## Company Details

Trading Name
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Company Legal Entity
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ABN
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Address
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Postal Address
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Phone
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Facsimile
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E-mail
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Contacts
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Service / Supply Provided
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Service Provided to (Site or Group)
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## Payment

Terms of payment is strictly 30 days from receipt of invoice and by electronic funds transfer (EFT). Please complete the following information:

Bank
Branch (full address)
BSB
Account Number
Account Name
Account Type

## Insurance

It is compulsory for all Vendors to supply proof of the following current insurances:

- Public Liability (not less than \$20,000,000 AUD per claim)
- Work Cover
- Where advice or consultative services are provided Professional Liability (not less than \$20,000,000 AUD per claim)
- Where products are supplied to SVHSH Product Liability (not less than \$20,000,000 AUD per claim)

Copies of insurances must be provided upon application and updated copies provided to SVHSH as applicable (upon initial setup and renewal of insurances).

Where applicable, copies of all licenses, qualifications and Therapeutic Goods Administration Certificates must be provided before SVHSH are able to progress your application as a vendor.

## Mission, Vision and Values

We ask that all vendors respect and abide by mission, vision and values while performing any work onsite or acting as a representative of the SVHSH group through the delivery of services or products.

### Our Mission

SVHSH is a community committed to working together in a Christian environment to bring the healing ministry of Christ to all we serve. Our concern for others, especially those in need, permeates every aspect of the life and work of our service.

We aim to;

- provide the best possible healthcare, drawing on the talents and creativity of our people and others who share our vision.
- provide a full range of services that support healthy communities, including quality medical care and holistic approaches to healing the body, spirit and mind.
- ensure that people in our community have access to the service we provide.
- make a positive difference to the lives and health of both individuals and communities.

### Our Vision

We will uphold a;

- culture which affirms life and healing; and which promotes the common good through just and compassionate care for the entire community;
- commitment to achieving excellence in service and effective stewardship of resources;
- mission which will thrive into the 21st century.

### Our Values

The values of the Sisters of Charity and Holy Spirit Health Service Queensland are the foundation of our mission and underpin the activities of our Health, Aged Care and Outreach Service. We are guided by these values in our relationships with those we serve and with each other as we strive to provide a high standard of excellence, whilst promoting simplicity, in Catholic Health, Aged Care and Outreach Services.

Compassion	We accept people as they are, bringing to each the love and tenderness of Christ.
Dignity	We respect the uniqueness of each person created in the image and likeness of God.
Justice	We will act with integrity and respect the rights of all.
Unity	We seek to create a community characterised by harmony and collaboration.