**Appendix 1 - Form of Quote**

**1 Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

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| --- | --- | --- |
| Question number | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

**2. Pricing**

**Price for the services described in the Invitation to Quote and Specification (excluding VAT)**:

£………………………………………………………………………………………………………………….

All pricing submitted must be fixed for the duration of the Contract/initial term.

**3. Pass/Fail Questions**

Suppliers who self-certify that they meet the requirements to these additional questions may be required to provide evidence of this if they are successful at contract award stage.

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| **Section 3.1** | | **Economic and Financial Standing** | | |
|  | Question | | Response | |
|  | (a) Are you able to provide a copy of your audited accounts for the last two years, if requested? | | | Yes ☐  No ☐ |

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| **3.2** | **Insurance** |
| (a) | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below for any one event  **Y/N**  Employer’s (Compulsory) Liability Insurance = £5 million  Public Liability Insurance = £5 million Professional Indemnity Insurance = £1 million  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |
| **3.3** | **Technical Capabilities** |
| (a) | |  |  | | --- | --- | | Has the Bidder suffered from any of the following:   * failed to complete a contract on time, there has been a successful claim for damages, damages have been deducted or recovered or where the contract has been terminated?   (If yes, please provide details including name, address, description, reason for the claim and remedies taken). | Yes  No | | Provide contact details for at least one contract undertaken by the Bidder for either public or private sector, voluntary, charity or social enterprise that is relevant to our requirement, in the last 3 years. The named contacts provided should be able to provide technical references. If you cannot provide at least one example, please provide an explanation for this, e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. | Contact 1:  Contact 2: | |
| (b) | |  |  | | --- | --- | | Has the Bidder received any Court Action against it (or outstanding) in the **last three years**?  (If yes, please provide details including name, address, description, reason for the action and remedies taken) | Yes  No | |
| (c) | |  |  | | --- | --- | | Is the Bidder subject to any enforcement or legal action or other pending investigations by either the Authority or other public agencies?  (If yes, please provide details including name, address, description, reason for the action and remedies taken) | Yes  No | |

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| **3.4** | **Compliance with Equalities Legislation** | |
| For organisations working outside of the **UK** please refer to equivalent legislation in the country that you are located. | | |
| (a) | In the **last three years**, has any finding of unlawful discrimination been made against your organisation by an;   * Employment Tribunal, * An Employment Appeal Tribunal; or * Any other court (or in comparable proceedings in any jurisdiction other than the UK)?   You **may be excluded** if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes  No |
| (b) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No |
| **3.5** | Health and Safety | |
|  | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes  No |
| **3.6** | **General Data Protection Regulations** | |
| **Question no.** | **Question** | **Response** |
|  | Please confirm if you are aware of the obligations that will apply to your organisation under the Data Protection Act 2018 and the retained EU law version of the General Data Protection Regulation (EU) 2016/679 as applicable in the UK and any other applicable laws and regulations relating to the protection of personal data and the privacy of individuals | Yes  No |

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| **Section 4** | **Technical and Professional Ability** |
| **4.1** | **Quality Question 1 – Understanding of Brief**  With reference to the brief, **in no more than one side of A4 paper**, please set out your understanding of the brief and context. | **15%** |
|  | Answer: |  |
| **4.2** | **Quality Question 2 – Approach/Methodology**  **In no more than one side of A4 paper**, please provide details of the approach you propose to use to deliver the requirements of the brief. | **15%** |
|  | Answer: |  |
| **4.3** | **Quality Question 3 – Experience and Capability**  **In no more than one side of A4 paper**, please outline your organisation’s experience of delivering services of the type outlined in the brief. You can supply a hyperlink to an example of your work online if necessary. Include qualifications and CVs of personnel who will be directly involved in providing the service. | **15%** |
|  | Answer: |  |
| **4.4** | **Quality Question 4 – Timescale and availability to deliver on time**  Please provide an outline project plan to include:  • Key project milestones;  • Timescales;  • How the project will be managed. | **15%** |
|  | Answer: |  |