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**Invitation to Tender for**

**Breakfast debate series 2019/20**

**Supplier Questionnaire**

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| --- | --- | --- |
| **1** | **Bidder name** | Insert details |
| **2** | **Registered address** | Insert details |
| **3** | **Name of person completing the Invitation to Tender** | Insert details |
| **4** | **Telephone number** | Insert details |
| **5** | **E-mail address** | Insert details |
| **6** | **Company status (e.g. Ltd, Plc, sole trader, Charity, Community Benefit Society, etc.)** | Insert details |
| **7** | **VAT registration number** | Insert details |
| **8** | **Company registration number and/or charity number** | Insert details |
| **9** | **Date of incorporation** | Insert details |
| **10** | **Please attach a latest copy of the Bidder’s latest audited accounts** | |
| Accounts enclosed – Yes/No | |
| **11** | **Please provide evidence of the following levels of insurance cover:**   * **Employer’s liability** * **Public liability** * **Professional indemnity** | |
| Insurance evidence enclosed **–** Yes/No | |
| **12** | **Please provide details of any relevant industry accreditations held by the Bidder.** | |
| Insert accreditation details | |
| **13** | **Please provide the organisation name, contact details and a brief description of 2 contracts of a similar nature which demonstrate the Bidder’s experience in relation to Ageing Better’s requirements. Any contract award will be subject to a satisfactory reference being provided by one or both of the named companies.** | |
| Insert details | |

**Bid Proposal**

**Quality (weighting 65%)**

Reflecting the requirements set out in the Project Brief, please submit your responses to the following:

1. **Experience (weighting 20%)**

Please give evidence of your experiences successfully delivering projects of a similar nature, detailing the quality, experience and technical skills of the delivery team who will deliver against this contract (maximum 1,000 words).

1. **Delivery of Outcomes and Objectives (weighting 30%)**

Please demonstrate how you will deliver against the outcomes and objectives as set out in the Project Brief (maximum 1,500 words).

1. **Communications and Performance (weighting 10%)**

Please demonstrate how you will ensure timely and effective communications with key stakeholders, and how you will manage and monitor performance throughout the term of the contract (maximum 500 words).

1. **Risk Management Analysis (weighting 5%)**

Please identify the risks to achieving the stated outcomes and objectives and your proposals for mitigating them (maximum 500 words).

**Price (weighting 35%)**

Please provide your proposed cost for delivery of the contract, reflecting each key requirement (see 4. Key Requirements). All costs are to be stated exclusive of VAT, and confirmation if VAT is applicable.

**Total Price for this Tender**

£

in words

**Declaration**

I/We, having read and understood the Invitation to Tender hereby offer to supply the Services in accordance with the Project Brief at the stated cost, and that this offer remains valid for a period of ninety (90) days.

Duly authorised to submit Tenders for and on behalf of the Company:

Name: …………………………………………………………………………

Signature: …………………………………………………………………….

Date: ………………………………………………………………………….

Company: …………………………………………………………………….

Telephone: ……………………………………………………………………

E-mail: …………………………………………………………………………