**Invitation To Tender**

**(Response Document)**

**THE SUPPLY OF:**

**Bid Consultancy Preferred Supplier Services**

**March 2023**

Deadline for receipt of the completed ITT Response Document **is Wednesday 29th March 2023 at 12noon.**

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**Please return completed response document to** procurement@fedcapemployment.org

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All information provided will be treated in the strictest confidence.

**Thank you for your interest in working with us**

**PART A: Organisation Information**

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| **1. Please complete the following organisation details for your company**  **(information only – not scored)** |
| 1.1 Organisation Name |  |
| 1.2 Company Registration Address |  |
| 1.3 Postal Address if different from above |  |
| 1.4 Company Registration Number |  |
| 1.5 Vat Registration Number  |  |
| 1.6 Dunn & Bradstreet Number (D-U-N-S) |  |
| 1.7 Website Address |  |
| 1.8 Number of Employees |  |
|  1.9Are you a Micro, Small, Medium or Micro Enterprise (SME)? |  |
| 1.10 Current legal status of the company *(e.g: Sole Trader, Partnership, Public Limited Company, Private Limited Company, VCS E or state Other* |  |
| 1.11 Are you bidding as a consortium, joint venture, partnership or other arrangement?   |  |
| If you are a Consortium, Partnership or joint Venture, please complete the table below:

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| Organisation  | Proposed % Shareholding of the Contract  |
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**2. Pending Litigations** (*Pass or Fail)*

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| 2.1 Has a receiving or administrative order or winding up order been made against your organisation or an individual or has a winding up order been passed or a receiver, manager, administrator equivalent been appointed? **Yes or No.** |
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| 2.2 Have any directors or senior managers of your organisation been found guilty of fraud, been involved in any company which has had a winding up order or had an administrator appointed, or been disqualified from being a director? **Yes or No** |
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| 2.3 Are there any legal proceedings, including bankruptcy or winding up petitions, in progress that might affect the performance of contract obligations and has your organisation been prosecuted under EU or national law in the last three years? **Yes or No** |
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**3. Insurance** *(Pass or Fail)*

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| 3.1 Please provide details of the employers’ liability, public liability and professional liability or indemnity insurance held. Please include details of the name of the insurer, policy number, expiry dates and limits for any one incident and annual aggregate caps and the excess under the policies. |
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**4. Financial Standing** *( Pass or Fail)*

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| 4.1 If requested, could you provide three years audited accounts or prepared financial statements? (Please note, credit checks may be carried out) |
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**5. Information Security and Data Protection** *(Information only)*

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| 5.1 Please describe the systems and processes you have in place which meet GDPR information security and data protection requirements. Please detail any current certifications i.e. ISO 27001, Cyber Essentials or any future plans to implement relevant certifications. |
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**PART B. Tender Specific Questions - Quality ( 70% weighting)**

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| **2.Delivery Proposal**2.1 Please provide an overview of your proposal offer detailing how you will meet the service requirements (ITT response analysis, bid writing, bid workshops, bid management and solution design) as outlined in the tender guidance document Please include details of how you will resource the service if successful and highlight your availability over the next 12 months (April 2023-March 2024) including any months you are not available.(maximum 750 words) \* Weighting 10% |
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| **3. Delivery Experience**3.1 Please detail your experience of bid writing, bid management and solution design in the sectors and commissioners outlined in the tender guidance document. Please also include examples of how you have managed a full bid process including responding to short bid timeframes.  (maximum 750 words) \* Weighting 20%  |
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| **4. Performance** 4.1 Please provide details of your win ratio including successful bid wins across relevant different sectors and commissioners within the last 2 years? Please ensure you detail the types of questions answered and scoring/feedback received including contract values.(maximum 750 words) \* Weighting 20%  |
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| **5. Social Value**5.1 Please provide details of your experience and approach in responding to social value bid questions. Please also include where possible your success rates. (maximum 500 words) Weighting 20%  |
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**PART C. Costs 30% weighting**

**1.1 Please detail your costs in the table below and add additional rows for relevant roles as required.**

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| --- | --- | --- |
| **Role** | **Experience Level** | **Day rate**  |
| Bid Manager |  |  |
| Bid Writer |  |  |
| Solution Design |  |  |
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I declare that to the best of my knowledge the answers submitted in this document are correct. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to provide services for Fedcap Employment Limited.

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| **FORM COMPLETED BY: -** |
| Name |  |
| Job Title |  |
| Date |  |
| Telephone Number |  |
| Signature |  |

For the purposes of this electronically transmitted document, it is sufficient that typed names are permitted rather than signatures. A typed name will be deemed to have been signed by the person stated with the necessary responsibility required within the organisation.

All information you give us is deemed confidential.

Thank you once again for your interest in wanting to work with us.

Please note – it is up to you to update us if the information you have given changes, or if you do not want us to keep your details on file anymore.