



Backing
community
business

Procurement: Bidder Information

		Insert Details
1	Bidder Name	
2	Registered Address including postcode	
3	Trading name (If different from 1)	
4	Trading address (If different from 2)	
5	Name of person completing the ITT	
6	Telephone Number	
7	E-mail address	
8	Website	
9	Company status (e.g. Ltd, Plc, sole trader, Charity, Community Benefit Society, etc)	
10	VAT registration number	
11	Company registration number and/or charity number	
12	Date of incorporation	

Standard questions we ask suppliers Appendix A



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13	<p>Please attach a copy of the Bidder's latest audited accounts</p> <p>Accounts enclosed</p>	Yes / No
14	<p>Please provide evidence of the following levels of insurance cover:</p> <ul style="list-style-type: none"> • Professional Indemnity • Employer's liability • Public Liability <p>Insurance evidence enclosed</p> <p>Insert appendix reference number</p>	Yes / No
15	<p>Please provide details of any relevant industry accreditations held by the Bidder.</p> <p>Please provide details of any relevant professional qualifications held by Bidder staff.</p>	
16	<p>Do you have an Equality & Diversity or Diversity & Inclusion Policy?</p>	
17	<p>Do you have a data protection policy which complies with GDPR?</p>	

Note to Bidders:

Whilst these standard questions will not be scored, if any Bidder's response raises concerns as to the capability of the Bidder to perform the contract Power to Change may seek further clarification from the Bidder. If the Bidder is unable to satisfy Power to Change on the issues raised, the Bidder may be excluded from further evaluation.



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1.1 Having examined the Invitation to Tender and having satisfied ourselves as to all other matters relevant thereto, we enclose our tender and confirm that these comprise all of the documents required to be submitted in accordance with the matters set out in the Invitation to Tender. We acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Tender.

1.2 We hereby unconditionally and irrevocably offer to provide the Services requested to be provided and performed under the Invitation to Tender in accordance with the Contract and at no greater rates or prices than the rates or prices stated in our tender.

1.3 We agree that this tender shall remain open to be accepted or not by Power to Change and shall not be withdrawn for a period of six months from the deadline for receipt of tenders as set out in the Invitation to Tender, or such longer period as may be agreed with Power to Change.

1.5 We undertake to execute the Contract for the proper and complete fulfilment of the Services required or any part or parts thereof, as you may in your absolute discretion award to us.

1.6 We agree that we shall commence and undertake the Services required when instructed to do so pursuant to the terms of the Contract.

1.7 We certify that the details of this tender and the Invitation to Tender documentation have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person or organisation.

1.8 We acknowledge that Power to Change is not bound to accept the lowest or any tender it may receive, and reserve the right at its absolute discretion to accept or not to accept any tender submitted.

1.9 We certify that we have full power and authority to enter into the Contract and to carry out the Services, and that this is a bona fide tender.

1.10 We confirm that in submitting our tender, we have satisfied ourselves as to the accuracy and completeness of the information we require in order to do so (including that contained in the Invitation to Tender).

Signed (authorised to sign on behalf of the bidder):

Name
Date

Standard questions we ask suppliers Appendix A