Tender proposal for

**Financial Reporting Council**

## FRC2022-0196 Annual People Survey(s)

|  |  |
| --- | --- |
| Supplier Name |  |
| Registered Address |  |
| Registered company number |  |
| VAT number (if applicable) |  |
| Please state if your company is a SME or VCSE | |  |  |  | | --- | --- | --- | |  | Classification | Yes / No | | SME | Small Medium Enterprise  “SME” means an enterprise falling within the category of micro, small and medium-sized  enterprises defined by the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises |  | | VCSE | Voluntary, Community & Social Enterprise  “VCSE” means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives. |  | |
| Please state if your organisation or supply chain have risks associated with the current Russia / Ukraine conflict | |  |  |  | | --- | --- | --- | |  | Question | Your response | | 1 | We have identified no known risk to our organisation or supply chain associated with the current Russia / Ukraine conflict. | Yes / No | | 2 | We have identified the following risk(s) to our organisation and/or supply chain associated with the current Russia / Ukraine conflict. | *Please state* | | 3 | What action are being taking to address /managed the above? | *Please state* | |
| Contact: | |
| Name |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

*This must be printed on your letterhead and signed.*

## Form of tender

## FRC2022-0196 Annual People Survey(s)

To: Financial Reporting Council (FRC)

1. I/we have read the ITT documentation (including all associated annexes) and, subject to and upon the terms and conditions contained in the said documents, I/we offer to deliver the contract, at the rates or prices quoted by me/us as shown below.
2. I/we agree that any contract that may result from my/our tender shall be based upon the ITT documentation (including all relevant associated annexes) and my/our Form of Tender inclusive of pricing information.
3. I/we agree that any other terms or conditions or any reservations that may be printed on any correspondence or document from me/us either in connection with this tender, or any contract resulting from this tender, shall not be applicable to the contract.
4. I/we have abided by the requirements set out in the ITT Notices and Instructions of the ITT.
5. The rates and prices quoted in the tender are valid for a period of 90 days from the tender closing date and the tender shall remain binding and open for acceptance at any time prior to the expiration of that period.
6. The date of my/our tender is the date of this Form of Tender.
7. I/we understand that FRC is not bound to accept any tender it may receive and that FRC has no liability to me/us in respect of any expenses incurred by me/us in preparing and submitting my/our tender.
8. I/we agree that the FRC may disclose the Contractor's information/documentation (submitted to FRC during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
9. I/we tenderer represents and warrant that a conflict of interest check has been carried out and that check revealed no conflicts of interest / the following conflict exists and the proposal to manage / mitigate this conflict of interest it. ***(delete as appropriate)***
10. I/we confirm there are no known issues relating to our organisation’s financial position and financial strength nor any specific issues that could impact on operations over the course of the proposed contract.
11. I/we confirm that our organisation is not subject to any current or impending legal action, either formal proceedings or notification of legal action, which could impact on the financial viability of our organisation to deliver of the services.
12. I/we confirm that we have observed the delivery deadline date (where applicable) and our organisation can meet this /these dates.
13. I/we confirm that this is a bona fide competitive tender and our organisation has not

communicate to a person, other than a member of FRC; entered into any agreement or arrangements with any other person, that they shall refrain from tendering, or regarding the amount of any tender to be submitted not offered to pay or give, or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person in relation to this /any tender or proposed tender.

1. I/we confirm that we do not condone any activity which constitutes modern slavery or human trafficking under the Modern Slavery Act (MSA) 2015, we expect our suppliers (and supply chain) to maintain the same approach and to have policies and procedures in place to minimise the risk of modern slavery occurring.
2. I/we understand that FRC reserves the right to take up references if our proposal is successful.

Yours sincerely

## Name

## Title

**Date**

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| --- |
| Tender Response  Please refer to the requirements in the Invitation to Tender  *Please submit all documents in a Microsoft Word compatible format (or Open Document format).*  Please ensure your response addresses how you will meet the FRC’s Requirements.  Please supply relevant information only. Please cap your response to no more than 12 pages. |
| **QUESTION 1 - Transferrable experience**  You must be able to demonstrate relevant transfer experience of delivering People Surveys.  Please detail / demonstrate how you meet this FRC requirement, including experience, knowledge and key transferrable skills. |
| *Your response* |
| **QUESTION 2 – Methodology**  Your approach, technology and methodology must be robust to deliver the requirement to a high standard.  Please detail   * + - * how you will work with the FRC to deliver this requirement * your methodology / approach |
| *Your response* |
| **QUESTION 3 – Time management**  The Supplier must utilise effective time management to deliver the requirements (within the deadline).  Note: As a minimum we foresee the key activities to include planning, pre survey admin, administer survey, results, report, debrief.  Please the proposal a high-level timeline / key activity (if applicable - the responsible activity owners). |
| *Your response* |
| **QUESTION 4 – Data management**  You must be able to securely manage the FRC’s information and have a clear approach for any necessary engagement with our IT colleagues.  Please provide a completed data due diligence questionnaire (see below) and you should state below any necessary IT related requirement (and how these will be managed). |
| *Your response* |
| **QUESTION 5 –** Account & Project Management  Your response should   * outline how / whom the resources will be and the merits of these resources. * If applicable, outline a risk management strategy for unavailable team members |
| *Your response* |
| **QUESTION 6 –** Cost / Pricing  The template below is provide to assist with detailing your pricing. |
| *Your response*   |  |  |  |  | | --- | --- | --- | --- | | ***Year*** | ***Activity*** | ***Key activity / cost £*** | ***Total Cost £*** | | *1* | *Annual Survey 2023* |  |  | | *1* | *Additional / optional* | *Pulse Surveys each* | | | *2* | *Annual Survey 2024* |  |  | | *2* | *Additional / optional* | *Pulse Surveys each* | | | *3* | *Annual Survey 2025* |  |  | | *3* | *Additional / optional* | *Pulse Surveys each* | | | *There is no commitment to engage the successful supplier for the additional 12 months however we would like cost transparency for the possible Extended Term* | | | | | *4* | *Annual Survey 2026* |  |  | | *4* | *Additional / optional* | *Pulse Surveys each* | |   *Additional professional services rates*  If applicable, please provide Proposed milestone payment:   |  |  |  |  | | --- | --- | --- | --- | | Milestone | Deliverable | Proposed % of Fee | Amount £ | | 1 | *Please state* | *Please state* | *Please state* | | 2 | *Please state* | *Please state* | *Please state* | | 3 | *Please state* | *Please state* | *Please state* | |
|  |
| **QUESTION 7 -** Terms & Conditions |
| *Amend as appropriate*  *Your attention is drawn to the ITT - The Terms and Conditions that will apply to this proposed Agreement are attached.* ***Suppliers should accept the T&C’s with no material changes.***    I/we confirm that we;   * accept the proposed Terms & Conditions with no changes. * have an issue / concern with the following clause(s):      |  |  |  | | --- | --- | --- | | Clause No. | Concern | Proposed amendment | |  |  |  | |  |  |  |   Note: Typically, the FRC does not make changes to the Agreement, although limited Special Conditions may be agreed. |
| **QUESTION 8** – Supplier Due diligence questionnaire |
| ***Amend as appropriate*** *(you should only need to complete the applicable questionnaire)*  I/we confirm that we have completed and attach the;   |  |  | | --- | --- | | Document type | Document | | * Supplier Due Diligence questionnaire – Processor |  | | * Supplier Due Diligence questionnaire - Controller |  | |
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