Appendix (2): Contractor Guidance completion notes:

By completing and submitting this form, the Supplier agrees to supply the Goods and/or Services specified against the details contained within the RFP issued on the 8th August 2022 with the reference number of SP/PR&E – 08/2022 and that any future award shall be subject to the terms and conditions of the Contract contained within.

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Company Reg No: |  |
| Contact Name: |  |
| Telephone No: |  |
| Email address: |  |

1. SERVICE REQUIREMENTS

Please provide details in the highlighted sections below, how you intend to deliver the services in accordance with the requirements contained within the RFP.

This is a free text box, to enable you to clearly detail and demonstrate all aspects of any delivery methodology, systems being used (including external third-party systems, hosting sites or any other information you deem useful in supporting your submission):

|  |
| --- |
|  |

|  |  |
| --- | --- |
|  | Please enter details of how you will satisfy the following requirements |
|  | Risk / Business Continuity  |  |
|  | Quality of Services |  |
|  | Data Protection |  |

1. CHARGES

Please detail your charges on the attached Rate Card (Appendix 3). Please confirm in the box below that you have completed the Rate Card. Also include in the box below any notes, related to your charges, that you could not include on the Rate Card.

|  |
| --- |
|  |

1. Other

Should you wish to advise of any other methods of delivery that you currently undertake for other clients that you think may be of interest to Pluss

|  |  |
| --- | --- |
| Insert Service Description  | [insert details here] |

For and on behalf of the Supplier:

|  |  |
| --- | --- |
| Name and Title  |   |
| Date  |   |