**Schedule C – Form of Tender**

Tender proposal for

**Financial Reporting Council**

FRC2021-083 Insurance Broker Services

Tenderers are required to submit a tender proposal which considers and responds to the following as appropriate.

Tenderers should respond to all questions and it is important that tenderers provide full detailed answers including all supplementary information as may be required. Should you provide any additional information in support of your response such as attaching a document or policy, please ensure they are clearly cross-referenced to the appropriate question number.

|  |  |
| --- | --- |
| 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. |  | |
| Contact: | |
| Name |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

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

**Form of Tender**

**FRC2021-083 Insurance Broker Services**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Status |  |
| Name of Signatory |  | Date |  |

|  |
| --- |
| Tender Response  Please refer to the requirements in the Invitation to Tender  Please ensure your response addresses how you will meet the FRC’s Requirements.  Please supply relevant information only.  *Please submit all documents in a Microsoft Word compatible format (or Open Document format).* |
| **SECTION A** |
| **Professional Expertise & Innovation**  QUESTION 1 - Please provide examples of any insurance related Risk Management work which you/your firm have delivered in the public/regulatory sector. |
| *Your response* |
| QUESTION 2 - Has the tenderer identified any new risk areas applicable to, or specific to the FRC? |
| *Your response* |
| QUESTION 3 - Please describe any specific initiatives undertaken by you/your firm in the provision of enhanced services to your clients. |
| *Your response* |
| **Service Offering**  QUESTION 1 - Please detail you/your firm’s experience of providing insurance brokerage services to the public/regulatory sector. |
| *Your response* |
| QUESTION 2 - Please confirm the names, professional qualification, and roles in your proposed Servicing Team, along with confirmation of their length of service in the industry. Please also state whether this is a dedicated public sector team or practice. |
| *Your response* |
| QUESTION 3 - Please describe your claims administration process. |
| *Your response* |
| **Negotiating strength in the insurance markets**  QUESTION 1 - Please provide an example demonstrated by a non-committal insurer quote based on our existing insurance portfolio. |
| *Your response* |
| QUESTION 2 -Please confirm your procedures for:  a) Insurer’s selection  b) Insurer’s security |
| *Your response* |
| QUESTION 3 - Clarity and transparency of fee/commission and payment arrangements (weight = 5%) |
| *Your response* |

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| **SECTION B**  Terms & Conditions |
| *Amend as appropriate*  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 | |  |  |  | |  |  |  | |
| **SECTION C** – 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 |  | |
| **SECTION D**– Pricing |
| Please insert Pricing & Pricing Breakdown   |  |  |  | | --- | --- | --- | | **YEAR** | **Term** | **PRICE £ (excluding VAT)** | | 1 | Initial Term |  | | 2 |  | | 3 | Extended Term |  | | 4 | Extended Term |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Status |  |
| Name of Signatory |  | Date |  |
| Name of the Firm/Company |  | | |