# Please supply answers to the tender using the document below. You may supply extra details via other documentation. All submissions to: emily.cecile-pritchard@foundations.org.uk

REturn document for Foundations Website Tender

Basic supplier details

|  |  |  |
| --- | --- | --- |
| **Ref** | **Supplier Information** | **Response** |
| 1 | Full name of the potential supplier submitting the information |  |
| 2 | Registered office address (if applicable) |  |
| 3 | Trading status:  a) public limited company  b) limited company  c) limited liability partnership  d) other partnership  e) sole trader  f) third sector  g) other (please specify your trading status) |  |
| 4 | Company registration number (if applicable) |  |
| 5 | Registered VAT number |  |
| 6 | Trading name(s) that will be used if successful in this procurement |  |
| 7 | Are you a Small, Medium or Micro Enterprise (SME)? | Yes  No |

Self certification questions

|  |  |  |
| --- | --- | --- |
| **Ref** | **Supplier Information** | **Response** |
| 1 | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below: | |
| Participation in a criminal organisation | Yes  No |
| Corruption | Yes  No |
| Fraud | Yes  No |
| Terrorist offences or offences linked to terrorist activities | Yes  No |
| Money laundering or terrorist financing | Yes  No |
| Child labour and other forms of trafficking in human beings | Yes  No |
| 2 | If you have answered yes to any of question 1, please provide:  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted. |  |

Selection criteria

# Economic and Financial Standing.

1. Please indicate which of the following your company would be able to provide **IF REQUESTED**

(please tick a minimum of one).

* + A copy of its audited accounts for your last two financial years
  + If it qualifies for the small business exemption, a copy of its statutory accounts for the most recent two years.
  + A statement of turnover, profit & loss account, balance sheet and a Director's/Managing Partners report (if available) for the most recent two years of trading.
  + Management Accounts including a profit & loss account and balance sheet for the period of trading.
  + A statement of cash flow forecast for the current year and a bank letter outlining the current cash and credit position
  + Alternative means of demonstrating financial status if trading for less than one year (e.g. a copy of its business plan, cash flow forecast, details of start-up capital/loans or

management accounts).

* If you company qualifies as an SME and produces and submits abbreviated statutory accounts, please provide copies of the detailed Profit & Loss Account for the last two financial years. Please attach these with the Tender submission.

*For more information on SME status go to:*

[http://www.companieshouse.gov.uk/infoAndGuide/faq/auditThresholds.shtml.](http://www.companieshouse.gov.uk/infoAndGuide/faq/auditThresholds.shtml)

1.1 If your company is not registered as either a private/public limited company or a limited liability partnership, please provide the following monetary values from its Balance Sheet for the last two financial years. These factors will be used to calculate the Company’s Tangible Net Worth.

|  |  |
| --- | --- |
| **Total Assets** |  |
| **Intangible Assets** |  |
| **Total Liabilities** |  |

If your company believes that it has a negative 'Tangible Net Worth' but there are specific factors which should be considered (e.g. inter-company loans, pension liabilities etc), you **MUST** provide further information and corresponding monetary values which may be considered as part of the evaluation.

# Response

1. **Performance Bond -** Will your company be able to obtain either a Performance Bond or Parent Company guarantee prior to Contract award if Foundations deems it to be necessary?

* Yes ☐ No

# Insurance

3.1 Please state which of the following minimum levels of Insurance cover your Company currently holds?

|  |  |
| --- | --- |
| 3.1.1 **Employers' Liability Insurance** |  |
| 3.1.2 **Professional Indemnity / Product Liability Insurance.** |  |

### Copies of valid certificates must be provided with the Return Document

Evaluation criteria

Please use the space provided for providing details, if more space is required, expand the area or attach / submit an appendix, in PDF format, clearly referencing the section the attachment refers to in the title i.e. “*Section 1 – additional information.pdf*”.

|  |
| --- |
| 1. Company Background and References  Foundations is seeking a supplier who has experience of building similar websites for similar clients, please provide examples. Please also supply a link to your EDIE policy. |
|  |
| 2. Approach to Brief – please indicate below how you will meet the following |
| *2.1. Design, content and CMS - Please state your chosen platform, why it is the best fit for the brief and your design* |
|  |
| *2.2. Accessibility functions that meets the 2018 Public Sector Accessibility Regulations at AA to AAA level* |
|  |
| *2.3 User Consultation* |
|  |
| *2.4. Search function* |
|  |
| *2.5. Testing and Analytics* |
|  |
| *2.6. Further comments (optional)* |
|  |
| 3. Resourcing/Capacity  Foundations is seeking a supplier who will adequately resource the project with personnel who have the necessary experience to ensure delivery is completed on time and within budget |
|  |
| 1. Working Methods   Foundations is seeking a supplier who will actively engage with core stakeholders to deliver the website through a collaborative and Agile approach. |
|  |
| 1. Timescales   Foundations is seeking a supplier who will deliver the project expeditiously |
|  |
| 1. Costs –  * Development and Implementation (firm price) * Licenses and plug-ins (if applicable) * Training and/or documentation (firm price) * Ongoing support (firm price) – 24 hours support a month split across maintenance and improvements * Hosting (estimated monthly) * Day Rates for ad-hoc development and other services (not evaluated but part of the final contract) |
|  |
| 1. Hosting, security and compliance   Please detail the following:   * Hosting and server architecture * GDPR policies and compliance * Back-up and security processes * Any ISO certification in this area |
|  |

**TENDER FOR**

**THE PROVISION OF Foundations - What Works Centre For Children & Families Website Development Project**

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I/we the undersigned do hereby contract and agree on the acceptance of this tender or any part thereof to supply to Foundations and or Contracting Authorities such goods or carry out such services indicated on the attached Schedule as the Contracting Authority may order in strict accordance with the Conditions of Contract attached here to.

I (or we) (further) undertake, and it shall be a condition of any Contract, that the amount of my (or our) tender has not been calculated by agreement or arrangement with any person other than Foundations and that the amount of my (or our) tender has not been communicated to any person other than Foundations and will not be communicated to any person until the closing date for the submission of tenders.

|  |  |  |
| --- | --- | --- |
| Name: | | Position: |
| duly authorised to sign tenders for and on behalf of (BLOCK CAPITALS) | | |
| Postal Address: |  | |
| Telephone No: |  | |
| Date: |  | |

Unless and until a formal agreement is prepared and executed, this tender together with Foundations’ written acceptance under the hand of a duly authorised Officer, shall constitute a binding contract between the Tenderer and Foundations.