**Invitation to Tender**

**Media Monitoring and Media Database Services**

**Ref: NHMF 0323**

**Schedule 5: Tender Response Document**

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# SECTION 1 – GENERAL DETAILS:

# Organisation Details:

Organisation’s full name: <Please insert here .......>

Business address (this will be the address the Fund will use to send any correspondence to you): <Please insert here .......>

Registered address (if any - this will be the address registered with Companies House): <Please insert here .......>

Company number: <Please insert here .......>

VAT Registration number (if any): <Please insert here .......>

Charity Registration number (if any): <Please insert here .......>

Are you classified as an SME organisation: <Please insert here .......>

Are you classified as a Voluntary Community and Social Enterprise (VCSE) organisation: <Please insert here .......>

# Organisation’s Representatives:

Name: <Please insert here .......>

Title: <Please insert here .......>

Telephone: <Please insert here .......>

Email: <Please insert here .......>

# Terms & Conditions of Contract (including Liabilities):

Please confirm you can comply with the Terms & Conditions of the Contract <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>

Please confirm you can comply with the following Terms & Conditions of the Contract –

* Service Provider’s liability limitation - (Clause E1.4 of the Contract) = £250,000 <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>
* The Fund’s liability limitation - (Clause E1.5) - The Fund’s liability is limited to an amount equal to the total charges payable under this Contract. <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>
* Please confirm you can comply with the Terms & Conditions of the Contract <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>
* Insurance period - (Clause E2) - The Service Provider must take out and maintain insurance for the term of this Contract and for six years after its termination or expiry. <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>
* Public liability - (Clause E2) - £1,000,000 (one million pounds) for any one incident. <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>
* Professional indemnity - (Clause E2) - £1,000,000 (one million pounds) for any one incident. <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>

Please identify any other Terms & Conditions of the Contract that you would not be able to comply with <Please insert here…..>

# Payment Details:

Time of payment - (Clause D1.1 of the Contract) - 30 days after the Fund’s receipt of a valid invoice.

Method of payment - (Clause D1.1) insert method, e.g. cheque or electronic funds transfer. <Please insert here .......>

Time of invoice – (Clause D1.2) – after completion of all the Services (please see item 5 in section 2 below)

# Other requirements:

5.1 – Standards: Please insert here any specific standards that will apply. These will form part of any contract entered into (see Clause A3.1.2 of the Contract). <Please insert here .......>

5.2 - Accessibility: The Service Provider must comply with the Accessibility requirements set out in the Fund’s Specification Brief and attached to the Statement of Work as Appendix 1). <Please insert details here .......>

5.3 - Assistance of the Fund: Please insert here any assistance that will be required. Any requirements (if agreed) may form part of any contract entered into (see Clause C5.2) <insert details here…>

# SECTION 2 – SPECIFIC DETAILS:

# Method Statement:

Please insert your method statement below (max words 2,000 words) this should show the following:

* Demonstrate a clear understanding of the Funds requirements and needs as detailed in Schedule 2 – Specification via your method statement ensuring that you provide information and evidence to support in particular sections 3 and 5 of the specification.
* Demonstrate that you can provide and manage a timely and high quality service to the Fund and evidence that you can ensure prompt coverage from outlets particularly in relation to turnaround times throughout the life of the contract
* Demonstrate how you would provide a high level of service for the budget allocated for this requirement and what VFM you will add to the service

<insert details here … >

# Statement regarding Previous Experience:

Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement.

In order to respect commercial confidentiality, you can state the contract value to within £20,000 of the actual amount. For example, a contract with a value of £70,000 could be expressed as £60,000 - £80,000 or as £70,000 to £90,000, etc.

**Please provide links to reports to demonstrate your statements below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start & end date (approx.)** | **Client** | **Approx. value** | **Project details, and why you feel it demonstrates your previous experience in relation to our requirements:** |
|  |  |  | <insert details in the table. Max 300 words per example> |
|  |  |  | <insert details in the table. Max 300 words per example> |
|  |  |  | <insert details in the table. Max 300 words per example> |

# Financial ‘Bid’ Model:

Please append a detailed financial (or ‘bid’) model. This must be provided as a spreadsheet, and include the following –

3.1 An overall cost for the work shown as a total, matching the response given to question 5 below.

3.2 A full breakdown of your total cost for the work including any set up costs and any ongoing management etc and should also include the following:

• Reading/monitoring costs

• How much do you charge per clip / fixed rate packages

• if you charge per title please include these costs

• If you charge per keyword what are these costs

3.3 In relation to the note detailed below also include a schedule of payments milestone payments if required.

***(word limit not applicable; this response should be a spread sheet).***

please send your response to this question as a separate file. Please use the file name ‘**Bid Model for NHMF 0323’**

**Note**: Please note that the Fund does not pay monies upfront but we are happy to look at milestone payments for services completed.

# Carbon Net Zero:

Please insert a statement below that identifies the key steps your organisation is taking to become Carbon Net Zero (along with the year you aim to become Carbon Net Zero) along with any other Sustainability initiatives (max words 2,000 words)

<insert details here … >

# Tendered ‘Bid’ price:

Please state your Tender price <insert here £………… (excl. VAT) >

Please state your Tender price <insert here £………… (incl. VAT) >