**Quotation Form: REF: Q2450**

**SECTION 1: Compliance**

1. **Organisational information**

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| --- | --- |
| Please complete the following | |
| Company name |  |
| Contact name (Single point of contact): |  |
| Job Title |  |
| Address: |  |
| Telephone number: |  |
| E-mail address: |  |
| Registered website address (if applicable) |  |
| Company Registration number: |  |
| VAT Registration number: |  |
| Are you a Small, Medium or Micro Enterprise (SME)? |  |
| Trading status  a) public limited company  b) private limited company  c) limited liability partnership  d) other partnership  e) sole trader  f) third sector  g) other (please specify your trading status) |  |

1. **Financial information**

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| --- | --- |
| Please state which one of the following that you will be able to provide if requested as evidence if your quote is successful | |
| 1. A copy of the most recent audited/unaudited accounts for your organisation that cover the last two years of trading or for the period that is available if trading for less than two years. 2. A statement of the organisation’s turnover, Profit & Loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet, where this information is not available in an audited form. 3. A statement of the organisation’s cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position. 4. Alternative means of demonstrating financial status if any of the above are not available |  |

1. **Insurance**

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| --- | --- |
| Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  a) Employer’s (Compulsory) Liability Insurance £5m (if applicable)  b) Public Liability Insurance = £1m  c) Professional Indemnity Insurance = £1m. | |
| Yes/No/ Willing to Commit to taking out insurance to the required level if awarded the contract |  |

1. **Contract terms**

|  |  |
| --- | --- |
| Please tick to confirm that your company has read and agrees to carry out all work in accordance with The Growth Company Standard Terms and Conditions | |
| Our company has read and agrees to carry out all work in accordance with The Growth Company Standard Terms and Conditions |  |

1. **Data Governance**

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| --- | --- |
| A copy of our Supplier Information Security Questionnaire (SISQ) is included in this pack and if successful, will be required to completed prior to the formal award of contract. | |
| Please confirm that you have read the SISQ and that if you are successful, you will be able to complete and return within 10 working days of award. | Yes/No |

1. **Additional Business Policies**

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| --- | --- | --- | --- | --- |
| Please place a X in the box with regard to your organisations status towards each of the following policies.  Please note that you may be asked to forward the policy if successful. | | | | |
|  | Policy | Yes | No | Willing to commit to implementing a policy within 3 months of contracting |
| 6.1 | Fraud Prevention Policy |  |  |  |
| 6.2 | Whistle Blowing Policy |  |  |  |
| 6.3 | Equality and Diversity Policy |  |  |  |
| 6.4 | Sustainability Policy |  |  |  |
| 6.5 | Health & Safety Policy |  |  |  |
| 6.6 | Safeguarding Policy |  |  |  |
| 6.7 | Customer Complaints Procedure |  |  |  |
| 6.8 | Business Continuity Plan |  |  |  |
| 6.9 | Risk Register |  |  |  |
| 6.10 | Quality Assurance / Monitoring Policy |  |  |  |

**Section 6: Quotation Proposal**

1. Overall price, including expenses (25%)

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1. Proposed number of days to deliver this proposal including key delivery dates. (25%)

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1. Evidence of your availability and capability to deliver the project objectives including adherence to industry standards, including forecast number of leads (40%) (Max 500 words)

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1. Experience of the proposed personnel to be employed on this project. (10%) (Max 500 words)

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