Tender proposal for

**Financial Reporting Council**

Provision of Design & Publication Services

|  |  |
| --- | --- |
| 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. |  | |
| Please state if your organisation or supply chain have risks associated with the current Russia / Ukraine conflict | |  |  |  | | --- | --- | --- | |  | Question | Your response | | 1 | We have identified no known risk to our organisation or supply chain associated with the current Russia / Ukraine conflict. | Yes / No | | 2 | We have identified the following risk(s) to our organisation and/or supply chain associated with the current Russia / Ukraine conflict. | *Please state* | | 3 | What action are being taking to address /managed the above? | *Please state* | |
| Contact: | |
| Name |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

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

## Form of tender

FRC2022-0179 - Provision of Design & Publication 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

## Name

## Title

**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 cap your response at no more than **14 pages** |
| **Q1. Understanding, alignment and Cultural fit (5%)**  FRC requirement is to partner with an Agency that can obtain a good understanding of the FRC’s requirement and can utilise their experience to complement their knowledge to add value to the FRC’s communication strategy aims.  You should detail your understanding of the FRC’s target audience and how this understanding will influence your approach to aligning your Services to add value to the FRC’s aims. You should further briefly detail (if your organisation was successful in this tender), the five key steps you would initially undertake to maximise your understanding. |
| *Your response* |
| **Q2. Knowledge, experience, and skillset (12%)**  FRC requirement is for the successful agencies to have in depth knowledge of design and publication services, supported by experience and skillset which they will be able to transfer to the FRC’s requirement.  Please provide a short Case Study to reflect how your organisation has used their depth of knowledge and experience to support a client. Examples of troubleshooting and proactive problem-solving are encouraged.  Your response should identify three key elements of transferable experience, skills, knowledge that your organisation would bring to the FRC (under the proposed contract). |
| *Your response* |
| **Q3. Methodology and management (13%)**  The FRC expects the successful supplier to have effective methodology and management process to ensure the FRC’s requirement is delivered at pace; proactively, timely, appropriate / helpful communication, incorporating good information security protocol (inclusive of quality control systems, procedures / protocols).  Please detail the methodology and management processes etc that your organisaton has and will use under this proposed contract. Your response should reflect all key elements of the FRC’s requirement (i.e. delivery at pace, quality control etc). |
| *Your response* |
| **Q4. Response, output, and engagement (20%)**  FRC expects the supplier to be highly responsive to deliver the creative design, high-quality artwork, infographics which can be used and maximised across various channels (inclusive of digital / social media). The successful supplier should be able to demonstrate high quality output and effective engagement.  Please detail how you will manage the FRC’s account to deliver the desired proposed *Response, Output, and engagement*. Your response should also capture any key personnel used and continuity of account management, as well as examples of high-quality design work. |
| *Your response* |
| **Q5. Continuous Improvement (15%)**  The FRC has changed (i.e., robust, and improved design and publication), however we remain commitment to drive continuous improvement. across all our design and publication material / channels.  Please detail how you will support our desire for continuous improvement and how your organisation will complement the Service offering with insight & innovation. Examples from past/current clients are encouraged. |
| *Your response* |
| **Q6. Optimum partnering (5%)**  The SECA Team are committed to mutual partnering benefits. The benefits of working with the SECA team are   * ongoing dialogue, * engagement at senior level, interesting existing and new requirements and * effective contribution to inform the requirement.   For SECA this contract is of strategic importance and the successful supplier will be highly regarded for their expertise.  Please briefly outline how the FRC will benefit from working with your organization and any further added value your organization will bring to the proposed relationship. Consider the four areas highlighted under “Scope and key deliverables”. Namely Design, Brand Development, Guidelines Support, Language Services and Advisory. |
| *Your response* |
| **QUESTION 2 -** Terms & Conditions |
| *Amend as appropriate*  *Your attention is drawn to the ITT - The Terms and Conditions that will apply to this proposed Agreement are attached.* ***Suppliers should accept the T&C’s with no material changes.***    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 | |  |  |  | |  |  |  | |
| **QUESTION 3** – 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 |  | | * Supplier Code of Conduct |  | |
| **QUESTION 4** – Pricing |
| Please provide pricing:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Area** | Examples of work/description | Costing | | | | | **Fully Designed Documents** | * Fully designing documents for internal and external use post FRC client brief. These are traditionally documents such as the Annual Report | Less than 25 pages  £ | * Less than 50 pages * £ | * Less than 75 pages * £ | * 100 pages or more * £ | | **Typesetting Documents** | * Typesetting and formatting documents created in Microsoft Word and PowerPoint templates for internal and external use. specifically in line with brand | Less than 25 pages   * £ | * Less than 50 pages * £ | * Less than 75 pages * £ | * 100 pages or more * £ | | **AdHoc Design** | * Bespoke design work including but not limited to infographics, creative concepts and logo development (note such infographics or artwork may be incorporated into other documents or projects) * These creative concepts may include conceptualizing and then developing new assets for FRC Social Media, video and podcasts or assets for websites | Half day rate £  Full day rate £ | | | | | **Brand development** | * Supporting the FRC to further embed the brand throughout the organisation. This includes conceptualizing and expanding the FRC brand in corporate collateral for office and events. Examples are the production of Pull-up banners, gift bags, posters, signage etc | Half day rate £  Full day rate £ | | | | | **Guidelines and tools support** | * Quarterly update and improvement of the FRC Brand Guidelines * Expansion of the current FRC suite of templates in Microsoft Word and PowerPoint * Further evolve the FRC Templates to be better aligned to accessibility standards | Half day rate £  Full day rate £ | | | | | **Language services** | * Quarterly update and improvement of the FRC Tone of Voice Document * We would ideally prefer to keep proof reading of content as per the FRC Style Guide with the same organisation that does our design. This has been shown to reduce lead times and enhance synergy * Content advice/Editorial recommendations such as comments recommending moving content in a document to create a better flow of information or clarity | Half day rate £  Full day rate £ | | | | | General Advisory | * Recommendations on innovative practices to adopt form the industry (e.g. approach to animating FRC Assets and potentially, execution thereof) * Advice on better practice approaches to design | Half day rate £  Full day rate £  Fixed monthly rate of £ | | | | | Printing costs | * The FRC rarely prints documentation, but in rare cases such as for in-person events or submissions to parliament, we would prefer to work with an organisation that has existing reliable relationships with printers and bundle that costing into their invoices. | * As per requirement | | | | | **Project or Account Management** | * Standard Key Account management from the supplier/tender winner to ensure projects and work are delivered on-time and to an excellent of quality. This may include project meetings, support with timeline development for projects and so forth. | * We anticipate that this cost is inclusive of the other activities. | | | | |
|  |