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**FORM OF TENDER**

Submissions are invited from providers wishing to undertake the work outlined in the tender contract documentation. All submissions should be submitted using this form and all sections must be completed. Additional supporting information can also be attached.

Completed submission forms should be emailed to: [townclerk@stonehousetowncouncil.gov.uk](mailto:townclerk@stonehousetowncouncil.gov.uk) using the subject heading ‘Youth Tender Submission’.

In addition to submission by email, signed copies and supporting information should be posted to Stonehouse Town Council, 1 Queens road, Stonehouse GL10 2QA. Please mark the envelope ‘Youth Tender Submission’; DO NOT IDENTIFY YOUR COMPANY/ORGANISATIONAL NAME ON THE ENVELOPE

**The closing date for receipt of submissions is: 12 NOON on THURSDAY 12th DECEMBER 2024**

**SECTION ONE: CONTACT DETAILS OF THE ORGANISATION OR PROVIDER**

**1.1 Name of organisation or provider:**

**1.2 Organisation or provider address:**

**1.3 Organisation or provider website:**

**1.4 Contact name and position within organisation:**

**1.5 Contact phone number:**

**1.6 Contact e-mail address:**

**SECTION 2: INFORMATION ABOUT THE ORGANISATION OR PROVIDER**

Please refer to the contract documents, evaluation Criteria and supporting information provided by Stonehouse Town Council

**2.1 Please describe your organisation, including its organisational structure, ethos, governance/management arrangements and how you are funded.**

**2.2 Please demonstrate your relevant experience of providing youth services and include reference to past activities and managing appropriately qualified staff.**

**2.3 Please provide information and evidence of your organisational policies and procedures relevant to the provision of youth services.**

*Please include information about insurance, safeguarding, data protection, equality and diversity, health and safety and feedback and complaints. Please include copies of each of these policies as appendices to the application.*

**SECTION 3: YOUR PROPOSAL**

Please refer to the contract documents evaluation criteria and supporting information provided by Stonehouse Town Council.

**3.1 Please describe and demonstrate your company’s relevant experience of providing youth based services and include your track record in this area of work**

**3.2 Demonstrate your understanding of the town’s youth service needs and how these can be met through the service and outside agencies through partnership working**

**3.3 Demonstrate your company’s ability to offer a range of youth provision, to include centre based, outreach activities, advice and support along with youth participation**

**3.4 Demonstrate the monitoring arrangements in place to identify the changing needs of young people within the community and how your company will be able to respond***.*

**3.5 Demonstrate appropriate policies and procedures, insurances, professional qualifications, and support mechanisms within your company.**

**3.6 Provide confirmation that your company has achieved or has made a recognisable commitment to achieving the Foundation Level of National Youth Agency’s Quality Award in the lead up to the first year of the contract**

|  |
| --- |
|  |

**3.7 How does your organisation aim to draw in additional external funding to support increased activities within the service**

**SECTION 4: SUPPORTING INFORMATION**

**4.1 Please provide the contact details of two referees with whom you have worked with to provide youth services. References will be taken up for shortlisted organisations.**

**Referee 1**

Contact Name:

Contact Address:

Contact Phone Number:

Contact E-mail:

**Referee 2**

Contact Name:

Contact Address:

Contact Phone Number:

Contact E-mail:

**4.2 Please ensure you have included or attached the following information to your application:**

* Your most recent accounts
* Your constitution or governing document
* Safeguarding policy
* Data protection policy
* Equality and diversity policy
* Health and safety policy
* Feedback and complaints policy
* Details of relevant insurance
* Proposed staffing structure
* Proposed budget
* Any other supporting information that you think is relevant
* Confirmation that your organisation registered with the National Youth Agency with the express intention of achieving the agency’s Foundation Level Quality Award in the first year of the contract

**SECTION 5: CONFIRMATION AND APPLICATION PROCESS**

**I confirm that the information provided in this application form is correct to the best of my knowledge.**

**I accept that providing deliberately false or misleading information could result in our application being rejected or any future offer or agreement being withdrawn or terminated.**

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position within organisation:** |  |
| **Date:** |  |

**Table 1 - below must detail the Staffing provision in support of the Tenderer’s submission**

|  |  |  |
| --- | --- | --- |
| *Please state:*  **Number of ‘Frontline’ Youth Workers** |  | *Please state:*  **Level of Qualification** |
|  |  |  |
|  |  |  |
| *Please state:*  **Number of ‘Backup’ Youth workers** |  | *Please state:*  **Level of Qualification** |
|  |  |  |
|  |  |  |

**Table 2 - below must detail the Annual and 3 Year Tender price in support of the Tenderer’s submission**

|  |  |  |
| --- | --- | --- |
| **Tenderer’s Annual Price (£)**  **(Core work only)** |  | **Tenderer’s Price over the Contract period (£) (Core work only)** |
|  |  |  |