Tender proposal for

**Financial Reporting Council**

**FRC2020 -026 New Finance System (General Ledger & Expense)**

|  |  |
| --- | --- |
| 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-sizedenterprises 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. |  |

 |
| Contact: |
| Name  |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

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

## Form of tender

**FRC2020 -026 New Finance System (General Ledger & Expense)**

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 ResponsePlease refer to the requirements in the Invitation to Tender |
| **QUESTION 1** – FRC requires a new General Ledger and Expense management system which is fit for purpose as we grow over the next few years. Based on our organisational size / volume the system cost should be proportionate.Please provide a high level summary of the proposed system and the fit to FRC |
| *Your response* |
| **QUESTION 2** – Your solutions should meet the requirements outlined in the ITT. |
| *Your response*

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| --- | --- | --- |
| **Area** | **Requirement**  | **Please indicate to what degree your proposed solutions meets the FRC requirement √** |
| **Not Met** | **Partially Met** | **Fully Met** |
| Accounts-Payable | Invoice Approval |  |  |  |
| Scanned Documents Linked to Transactions |  |  |  |
| Coding of invoices |  |  |  |
| Closed lines for Invoicing |  |  |  |
| Invoice viewing |  |  |  |
| Electronic invoicing |  |  |  |
|  |
| Cash Management | Bank Data Interface |  |  |  |
|  |
| Expenses  | Electronic expenses |  |  |  |
|  |
| Fixed Assets | Fixed Assets |  |  |  |
|  |
| General Ledger | Ledger Codes |  |  |  |
| Accounting Periods |  |  |  |
| Chart of Accounts |  |  |  |
|  |
| Integration | Interfaces |  |  |  |
|  |
| IT | SaaS products |  |  |  |
| IT  |  |  |  |
|  |
| Purchasing | Standard Purchase Order Processing (POP) Functionality |  |  |  |
| Purchase Order Processing Workflows |  |  |  |
| Amendments to items retrospectively |  |  |  |
| Service Orientation |  |  |  |
| Efficient Navigation |  |  |  |
|  |  |  |  |  |
| Reporting | Reporting |  |  |  |
| Prior year data |  |  |  |
| Project |  |  |  |
|  |
| Treasury | Bank Statement Upload |  |  |  |
|  |

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| **QUESTION 3** – FRC requires the successful supplier to have robust Policies, processes and protocols relating to Information Security and Data Protection. Please detail how your organisation meets this requirement. |
| *Your response* |
| **QUESTION 4** – FRC are seeking to partner with an organisation that has transferrable experience of implementation of a new financial system into an organisation of a similar size / nature. Please provide a case study to highlight your transferrable experience.  |
| *Your response* |
| **QUESTION 5** – PricingFRC is committed to value for money. You should detail your cost proposal. |
| *Your response*

|  |  |
| --- | --- |
| Year 1 |  |
| Year 1 implementation |  |
| Year 2 |  |
| Year 3 |  |
| TOTAL |  |

 |
| **QUESTION 6** – Terms & ConditionsPlease provide the Terms & Conditions proposed. |
| *Your response*  |
| **QUESTION 7** – 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.

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| --- | --- |
| Document type | Document |
| * Supplier Due Diligence questionnaire – Processor
 |  |
| * Supplier Due Diligence questionnaire - Controller
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