Tender proposal for

**Financial Reporting Council**

**FRC2022-046 Provision of Pension consulting & advisory 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

**FRC2022-046 Provision of Pension consulting & advisory 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**

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| --- |
| 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 refer to the Initiation to Tender document, section 2 Project Requirements (in particular 2.8)  Please supply relevant information only.  *Please submit all documents in a Microsoft Word compatible format (or Open Document format).* |
| **SECTION 1 - YOUR TENDER RESPONSE** |
| **STAGE A**  **QUESTION 1**  Your proposal must demonstrate how you support clients’ commitment to effective stewardship and your consideration of material environmental, social and governance issues when giving advice.  You must show high standards of conduct and regulatory compliance. Your response should draw on existing protocol, standards &/or Code and future plans. This maybe by reference to the UK Stewardship Code or other UK or international standards, and your current status and future plans.  Note:   * Suppliers need to score Good / Excellent to progress to (Stage B) the second stage * The completion of the Supplier Code of Conduct is also required (see Q3 below) |
| *Your response* |
| **STAGE B**  **QUESTION 1**  The Pensions Consulting & Advisor must be able to demonstrate the depth and breadth of experience / expertise. Please demonstrate how you meet this FRC requirement. |
| *Your response* |
| **QUESTION 2**  The Pensions Consulting & Advisor is required to support the Pensions Committee to fulfil all its duties.  Your proposal must demonstrate   * how you will work with the FRC to deliver this requirement * what you will do to achieve this requirement |
| *Your response* |
| **QUESTION 3**  The Pensions Consulting & Advisor must provide: -   * guidance and support on pensions provision as a staff benefit, including tax or regulatory updates * Provide a package of relevant / proportionate staff awareness, training and learning materials and sessions (for new and existing Scheme members)   You should detail  (a) how you will achieve this requirement and  (b) what you propose for the programme of awareness and training (type/ frequency etc). |
| *Your response* |
| **QUESTION 4**  The management of the provider i.e. Aviva is critical therefore the successful supplier must be able to demonstrate experience / transferrable skills in this area.  You must demonstrate the proposed approach and why this approach to relationship management is most appropriate. |
| *Your response* |
| **QUESTION 5**  To maintain the optimum relationship over the duration of the Contract the FRC expects the successful supplier to have good arrangements for client liaison, account management & continuous improvement.  Your proposal must detail the proposed approach to achieve this requirement. |
| *Your response* |
| **QUESTION 2 -** Terms & Conditions |
| The Terms and Conditions that will apply to this proposed Agreement are attached. Suppliers should accept the T&C’s with no material changes.    *Amend as appropriate*  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 Code of Conduct & 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 |
| FRC are committed to achieving value for money. Your pricing proposal must clearly outline all the Services to be received for the fixed annual package cost and additional services available at additional cost.   |  |  |  | | --- | --- | --- | | **YEAR** | **Pension consulting & advisory services** | **PRICE £ (excluding VAT)** | | 1 | Package of **Pension consulting & advisory services including but not limited to:**   * TBA * TBA * TBA * TBA * TBA * TBA * TBA * TBA * TBA | £TBA | | 2 | £TBA | | 3 | £TBA | | 4 | £TBA | | 5  Extended Term | £TBA |   Additional Services   |  |  |  | | --- | --- | --- | | Nature | Service | Fee £ | | For example  Communication Services not included in annual package |  |  | | For example  Governance Services not included in annual package |  |  | |
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