**Quotation Form: Q19/06**

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| --- | --- |
| Company name |  |
| Contact name (Single point of contact): |  |
| Address: |  |
| Telephone number: |  |
| E-mail address: |  |
| Company Registration number: |  |
| VAT Registration number: |  |

**Financial information:**
Please tick to confirm that you will be able to provide evidence of one of the following on request if your quote is successful: ✓

|  |  |
| --- | --- |
| *Either:*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.*
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Please list the insurances held by your company:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of insurance | Insurance Company | Policy number | Start and expiry date  | Cover Value |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Copies of valid insurance certificates will be required if your quote is successful.*

Please tick to confirm that your company has read and agrees to carry out all work in accordance with Greater Manchester Business Support Standard Terms and Conditions:

 ✓

|  |  |
| --- | --- |
| Our company has read and agrees to carry out all work in accordance with Greater Manchester Business Support Contract Conditions |  |

**Quotation Proposal**

1. Outline your approach to delivery of the tasks as described in Quotation Document Part 1(30%)

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1. Proposed timetable for delivery dates. (15%)

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1. Evidence of your availability and experience to deliver the requirements set out in the objectives including the skills and ability of the proposed personnel to be employed. (30%)

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1. Full detailed pricing schedule (25%)