Tender Proposal for:

**The Financial Reporting Council (“FRC”) on behalf of The UK Accounting Standards Endorsement Board (“UKEB”)**

**FRC2023-0145 Professional Minute-Taking 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/ manage the above? | *Please state* | |
| Contact: | |
| Name |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

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

## Form of Tender

**FRC2023-0145 Professional Minute-Taking Services**

To: **The Financial Reporting Council (“FRC”) & The UK Accounting Standards Endorsement Board (“UKEB”)**

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 and UKEB 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 and UKEB may disclose the Contractor's information/documentation (submitted to FRC and UKEB 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

communicated to a person, other than a member of FRC and UKEB; 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 and UKEB 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 submit all documents in a Microsoft Word compatible format (or Open Document format). Please observe the cap on size of response (as per the ITT).  Please ensure your response addresses how you will meet the Requirements.  Please supply relevant information only. |
| **QUESTION 1 - YOUR TENDER RESPONSE**  **Q1 Suitability**  Based on the nature of the UKEB and the requirements, please detail how your organisation would be an optimum fit to deliver the Services. You should draw on your experience, including business sectors, subject matters, existing clients (where appropriate) to demonstrate that your organisation has a robust portfolio of skills to deliver the proposed Services. |
| Your response |
| **Q2 Process(es) and Production**  The UKEB is seeking an efficient and user friendly process for booking services and obtaining the output. Please provide details of the existing/ proposed end-to-end process for booking resource, production/ submission of minutes to UKEB and invoicing. |
| Your response |
| **Q3 Quality Assurance and Account Management**  Please provide details of the existing/ proposed internal process for monitoring, and ensuring, the production of high-quality minutes. Please include brief details of the account management and client escalation route (that would feature in the proposed Contract) to be utilised if/ when required. |
| Your response |
| **Q4 Capacity and Capability**  The UKEB is seeking a supplier that has high-quality resources and sufficient number of resources to address our needs consistently and flexibly. Please provide summary details of the resource pool, including experience and level of resource available to ensure high-quality output and availability and flexibility to meet UKEB’s needs. |
| Your response |
| **QUESTION 5** – Pricing |
| Please provide your pricing model and proposed rate card.  Please insert:   |  |  |  |  | | --- | --- | --- | --- | | * Service | Turnaround Time | | | | 1 day | 2 day | 3 days | | Your price for  Remote (per hour) charge for Minute Taking (based on turnaround) including the actual production of approved Minutes | £ | £ | £ | | Total | £ | £ | £ | | VAT |  |  |  | | Total Including VAT |  |  |  | | For the avoidance of doubt, please specify exactly what the above pricing / cost is made up of |  | | |   Please provide your proposed rate card |
| **QUESTION 6–** Your References  You are required to provide references. The FRC/ UKEB reserves the right to take up references. References must be relevant to the FRC/ UKEB requirements and within the last five years. |
| Your response |
| **QUESTION 7 -** Terms and 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 TandC’s with no material changes.**    I/we confirm that we:   * accept the proposed Terms and Conditions with no changes. * have an issue / concern with the following clause(s):      |  |  |  | | --- | --- | --- | | Clause No. | Concern | Proposed amendment | |  |  |  | |
| **QUESTION 8** – 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 |  | |
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| **Additional Information Question**  The UKEB has an advisory group meeting on 31 October 2023 and 3 meetings in November 2023. Subject to a contract award on 2 October 2023 please clarify whether your organisation would be able to service those meetings. |
| Your response – Yes or No (if No, please state why) |