Tender proposal for

**Financial Reporting Council**

FRC2020 -024 Remuneration Research Project

|  |  |
| --- | --- |
| Supplier Name |  |
| Registered Address |  |
| Registered company number |  |
| 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. |  | |
| Contact: | |
| Name |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

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

## Form of tender

FRC2020 -024 Remuneration research Project

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 understand that FRC reserves the right to take up references if our proposal is successful. Our references are as below / or will be provided if successful.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Position |  |  |
| Organisation |  |  |
| Project |  |  |
| Contract period |  |  |
| Contract value |  |  |
| Contact email |  |  |
| Contact telephone |  |  |

Yours sincerely

## Name

## Title

**Date**

|  |
| --- |
| Tender Response  Please refer to the requirements in the Invitation to Tender |
| QUESTION 1 – Your proposal   * A succinct summary of the proposal, including an estimated timeline of project milestones |
| *Your response* |
| QUESTION 2 - Methodology & approach   * Details of the proposed approach. This should include, as appropriate, the techniques, methodology, and data sources to be used, including your rationale for choosing them. It should also include a high-level overview of the coding scheme to be used for the content analysis in Part A. |
| *Your response* |
| QUESTION 3 - Experience, Track Record & Transferrable knowledge   * Your organisation’s experience of similar projects and relevant research capability. |
| *Your response* |
| QUESTION 4 - Experience, Track Record & Transferrable knowledge   * Demonstrable understanding of remuneration policies and practices, as well as corporate governance more broadly.   . |
| *Your response* |
| QUESTION 5 - Project management   * Arrangements for managing this work and quality assuring outputs, including cross-checking or moderation among content analysts in part A, and quality assurance of the data and methods in Part B. |
| *Your response* |
| QUESTION 6 – Personnel   * Details of personnel to be involved including their role for this project and their relevant experience.   Note: Project team CVs should be included in an annex, along with any additional information about your organisation that you think is relevant. |
| *Your response* |
| QUESTION 7 – Project pricing   * A budget, including a breakdown of time and costs per activity, in line with the principal project objectives outlined above. If your proposal includes options, these should be costed separately. |
| *Your response* |
| QUESTION 8 – Terms & Conditions |
| *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 9 – Supplier Due diligence questionnaire |
| *Amend as appropriate*  I/we confirm that we completed and attach the;   * Supplier Due Diligence questionnaire – Processor      * Supplier Due Diligence questionnaire - Controller |