



**INVITATION TO QUOTE FOR  
EXPLORING MODELS FOR A COMMUNITY OF  
LEARNING**

## Table of Contents

<b>1: Introduction</b>	<b>3</b>
<b>2: Sport England</b>	<b>3</b>
<b>3: Contact Details</b>	<b>3</b>
<b>4: Requirement</b>	<b>3</b>
<b>5: Evaluation</b>	<b>7</b>
<b>6: Timetable</b>	<b>7</b>
<b>7: Notices and Instructions to Bidders</b>	<b>7</b>
<b>8: Confidentiality</b>	<b>8</b>
<b>9: Freedom of Information</b>	<b>9</b>
<b>10: Tender Validity</b>	<b>9</b>
<b>11: Preparation of Tender</b>	<b>9</b>
<b>12: Submission of Tenders</b>	<b>10</b>
<b>13: Canvassing</b>	<b>10</b>
<b>14: Disclaimers</b>	<b>10</b>
<b>15: Collusive Behaviour</b>	<b>10</b>
<b>16: No Inducement or Incentive</b>	<b>11</b>
<b>17: Queries related to Tender</b>	<b>11</b>
<b>18: Amendments to Tender Documents</b>	<b>11</b>
<b>19: Late Tenders</b>	<b>12</b>
<b>20: Proposed Amendments to the Contract by the Bidder</b>	<b>12</b>
<b>21: Modification and Withdrawal</b>	<b>12</b>
<b>22: Right to Reject/Disqualify</b>	<b>12</b>
<b>23: Right to Cancel, Clarify or Vary the Process</b>	<b>12</b>
<b>24: Notification of Award</b>	<b>12</b>
<b>Schedule 1: Suppliers Details</b>	<b>13</b>

## 1. Introduction

Sport England is seeking to appoint a Provider to explore models for a community of learning within our new Local Delivery Pilot programme. The Contract has an anticipated value of up to £10,000.

The purpose of this Invitation to Quote (ITQ) is to provide quotes against a predetermined set of requirements through which Sport England can identify the Most Economically Advantageous Tender (MEAT).

## 2. Sport England

We're striving for an active nation where everyone can take part in sport or activity, regardless of age, background or ability.

That might be through traditional team sports like rugby and netball. But it could just as easily be a gym workout or going for a run. Being active is a key part of maintaining physical and mental wellbeing. And it also benefits local communities through economic and social regeneration.

As well as supporting people who already enjoy regular sport, we're also fighting to get people who are less active exercising more regularly. Groups that are traditionally less active – disabled people, some ethnic groups, women and parts of the LGBTQ community – are a core focus of our work.

We also support talented athletes who show elite potential in their chosen sport, and our ambition is to open up these opportunities to people from all background.

As a government body, we also invest in and provide expertise in creating superb sporting facilities across the nation.

Find out more at [www.sportengland.org](http://www.sportengland.org).

## 3. Contact Details

All questions regarding this procurement process and Sport England should be made by email to [lauren.durkan@sportengland.org](mailto:lauren.durkan@sportengland.org).

## 4. Requirement

### a) Background

Sport England's strategy, [Towards an Active Nation](#), sets an ambitious vision that everyone, regardless of their age, background or level of ability should feel able to engage in sport and physical activity.

We know we can't achieve this immediately across the whole of England, so one of our most important new programmes is a series of approximately ten Local Delivery Pilots (yet to be confirmed) to show it is possible to create a step change in engagement in sport and physical activity. There will be a focus on tackling inactivity and driving change through more engagement by people currently under-represented in sport and physical activity which includes groups such as women, older people, disabled people and people from lower socio-economic backgrounds.

Key to the approach is achieving population level change which will require a 'whole system' approach, starting with the individual/audience and understanding the layers of the environment that then impact on their behaviour and what is needed to effect change. Figure 1 shows an example of this approach where the target audience would be older people.

## An example – older adults (over 55s)

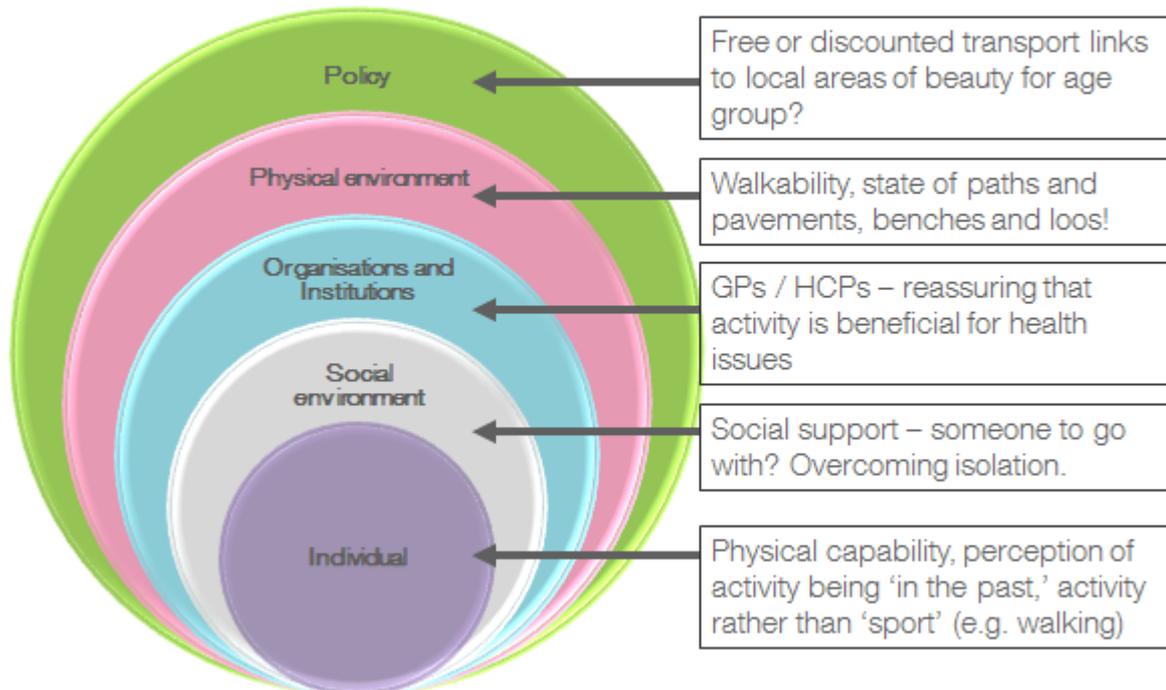


Figure 1 - Whole System Approach for Older Adults

We were keen for a broad range of local partners to consider together whether becoming a pilot is an opportunity they wanted to collectively pursue and we made a wide range of local bodies, or organisations that represent them, aware of this opportunity. We held sixteen workshops with an open invite on our website for interested local partners to discuss the pilots with us. Nearly 700 delegates from over 350 organisations across England attended the workshops where we shared our national vision and insight and listened to local perspectives, experience and learning from similar initiatives.

We received 113 expressions of interest (EOI) from organisations and their partners to become a Local Delivery Pilot. Following assessment, we have arrived at a shortlist of 19 places geographically spread across England and they have been invited to move into the second stage of the selection process.

To understand our approach further it is recommended that you explore all the information given on our website about the pilots including the slides from the workshops mentioned above. You can find this information at [www.sportengland.org/localdelivery](http://www.sportengland.org/localdelivery)

### b) A Community of Learning

#### Aims & Objectives

There will be a heavy emphasis on learning throughout the pilots and sharing this learning in a way that significantly helps multiple locations (both pilot and non-pilot organisations). Sharing this quickly will be an essential feature of this work; communicating the learning to as wide an audience as possible, as well as engaging that wider audience in discussion and learning from them.

We are therefore seeking a supplier to help guide us in defining and developing the scope of a Community of Learning (or similar) for the Local Delivery Pilots. We are keen to learn from existing approaches and look beyond our sector, to understand what other sectors' experiences of this

approach are, what has worked and the key challenges we need to be aware of as we formulate our approach.

Other place based work has benefited from using Communities of Learning for example, the PHE Obesity Pilots (<http://www.leedsbeckett.ac.uk/wholesystemsobesity/>). We are also aware that local government has developed and uses the [LGA Knowledge Hub](#).

Initially we are drawing on definitions as follows:

The key elements of a community of learning outlined by Wenger-Trayner:

- The domain: members are brought together by a learning need they share
- The community: their collective learning becomes a bond among them over time
- The practice: their interactions produce resources that affect their practice

The four key factors that defined a sense of community were membership, influence, fulfilment of individuals' needs and emotional connections.

"The participants of learning community must feel some sense of loyalty and belonging to the group (membership) that drive their desire to keep working and helping others, also the things that the participants do must affect what happens in the community; that means, an active and not just a reactive performance (influence). Besides, a learning community must give the chance to the participants to meet particular needs (fulfilment) by expressing personal opinions, asking for help or specific information and share stories of events with particular issue included (emotional connections) emotional experiences."

(Bonk, C. J, Wisner, R & Nigrelli, M. (2004) Chapter 12. Learning Communities, Communities of practices: principles, technologies and examples in Littleton, Karen, Learning to Collaborate. Nova. USA.)

We are happy for the supplier to develop on this definition or propose alternative definitions and approaches to meet the deliverables outlined within section 4c.

### **Audience for the Community of Learning**

It is anticipated the audience will be largely drawn from three main groups:

- The organisations that are successful in becoming a pilot
- Those organisations who submitted an EOI but did not progress to be a pilot
- Those organisations who decided that it was not timely/relevant for them to submit an EOI but are keen to be involved in the learning (i.e. attended a workshop)

This audience will be made up of a wide range of sporting and non-sporting organisations including, but not limited to, local authorities, the health sector, community & voluntary groups, charities, universities, research agencies and commercial organisations.

We particularly want the final group of Local Delivery Pilots to form a community of learning to share their experiences as the pilots' progress. This will incorporate learning related to process, relationships, interventions, cultural change and many of the other layers within the whole system of their place. The Local Pilots will be located across England, and will therefore require an element of virtual information sharing, as well as digital and traditional learning practices.

Please do watch the [video of our Chief Executive Jennie Price](#) explaining what we are looking for from the pilots but more importantly for this piece of work, the emphasis that is given to the importance of a community of learning.

(Note: We will be separately tendering for the evaluation of the pilots from which the learning will be drawn for communication.)

We also recognise that a Community of Learning is not unique or distinct to just this investment programme for Sport England and can apply to other areas of our activity and investments. We invest via numerous other funding programmes (such as our Active Aging and Families Funds), and we are interested in understanding what the key principles or best practice principles are that we can apply

when seeking to encourage collaborative and community approaches to sharing what works (and what doesn't) with all our key stakeholders, regardless of which fund they have applied to.

### **c) Requirements**

#### **Deliverables**

We are looking for the supplier to deliver a concise report which:

- examines the pros and cons of the different options for a community of learning;
- outlines how the different options can be managed and sustained along with what resources, capacity and costs are necessary for managing them effectively;
- gives examples of good practice; with evidence and examples of what works and what doesn't and why;
- identifies the best practice principles that should exist for a community of learning that could be applied both for the Local Delivery Pilots, but also across Sport England's programmes and activities;
- gives advice and guidance on the options for a community of learning that could be put into place which will be appropriate to the audiences for the Local Delivery Pilots;
- Makes recommendations on most appropriate options that will enable both intra-pilot learning and a wider community of learning.

A draft report should be delivered by the 29<sup>th</sup> September 2017 with a final report submitted by 6<sup>th</sup> October 2017.

#### **Approach**

We would like this piece of work to be conducted using a combination of desk research and stakeholder interviews, though you are not limited to these methods in your response.

In particular, we would value the stakeholder interviews taking place with organisations which currently manage communities of learning, especially for the audiences outlined earlier, and stakeholder interviews with those organisations that currently use a community of learning.

Our preference is for online or phone interviews, so as to maximise the efficiency in which this piece of work can be undertaken.

We would also like research to be undertaken with a selection of applicants that weren't successful in the early stages of the EOI process, in the form of a short electronic survey, to garner their initial interest and needs from a community of learning.

#### **Submission**

A written submission of no more than 5,000 words will be required in response to the requirements.

Tenderers should demonstrate their understanding of Sport England's requirement for a report on exploring models for a community of learning including costed options.

This should include relevant expertise, capacity to deliver and timescales for their proposed approach, with a costed breakdown and draft timetable of the activities involved.

Any Case Studies and examples of similar projects delivered should be included.

## 5. Evaluation

The evaluation process will be conducted in a manner that ensures that bids are evaluated fairly. Tender responses will be evaluated against the criteria shown in the table below. The successful bid will be the one that, in the opinion of Sport England, offers the Most Economically Advantageous (MEAT) to Sport England having regard to the criteria shown in the table below.

CRITERION:		WEIGHTING
Quality of approach	<ul style="list-style-type: none"> <li>Demonstrate a thorough understanding of the requirements of the brief</li> <li>Demonstrate an appropriate methodology</li> <li>Demonstrate an ability to produce quality deliverable within the timescale</li> <li>Demonstrate an approach to project management including setting out timelines, risks and other practical considerations</li> </ul>	50%
Relevant experience	<ul style="list-style-type: none"> <li>Demonstrate relevant experience and the role project team members will play</li> </ul>	30%
Value for money	<ul style="list-style-type: none"> <li>Competitive pricing</li> </ul>	20%

## 6. Timetable

Set out below is the proposed procurement timetable. This is intended as a guide and whilst Sport England does not intend to depart from the timetable it reserves the right to do so at any stage.

DATE	STAGE
20/07/17	ITQ to be issued
9/08/17	Closing Dates for Questions: to be submitted by 12:00 midday
10/08/17	Closing date for receipt of responses to ITQ: to be submitted by 12:00 midday
14/08/17 – 15/08/17	Evaluation of ITQ responses
18/08/17	Notification of award
21/08/17	Inception meeting

## 7. Notices and Instructions to Bidders

- 7.1. These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. If you have any queries please email [lauren.durkan@sportengland.org](mailto:lauren.durkan@sportengland.org).
- 7.2. Bidders should read these instructions carefully before completing the Tender documentation. Failure to comply with these requirements for completion and submission of the Tender Response may result in the rejection of the Tender. Bidders are advised therefore to acquaint themselves fully with the extent and nature of the services specified and contractual obligations. These instructions constitute the Conditions of Tender. Participation in the tender process automatically signals that the Bidder accepts these Conditions of Participation.
- 7.3. All material issued in connection with this Invitation to Quote (ITQ) shall remain the property of Sport England and shall be used only for the purpose of this procurement exercise.

- 7.4. The Bidder shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Tender.
- 7.5. The Bidder shall not make contact with any other employee, agent or consultant of Sport England who is in any way connected with this procurement exercise during the period of this procurement exercise, unless instructed otherwise by Sport England.
- 7.6. Sport England shall not be committed to any course of action as a result of:
  - 7.6.1. Issuing this ITQ or any invitation to participate in this procurement exercise
  - 7.6.2. An invitation to submit any Response in respect of this procurement exercise
  - 7.6.3. Communicating with a Bidder or a Bidder's representatives or agents in respect of this procurement exercise
- 7.7. Bidders shall accept and acknowledge that by issuing this ITQ Sport England shall not be bound to accept any Tender and reserves the right not to conclude a Contract for some or all of the services for which Tenders are invited.
- 7.8. Sport England reserves the right to amend, add to or withdraw all or any part of this ITQ at any time during the procurement exercise.

## **8. Confidentiality**

- 8.1. Bidders shall at all times treat the contents of the ITQ and any related as confidential, save in so far as they are already in the public domain.
- 8.2. Bidders shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen.
- 8.3. Bidders shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Tender.
- 8.4. Bidders shall not undertake any publicity activity within any section of the media.
- 8.5. Bidders may disclose, distribute or pass any of the Information to the Bidder's advisers, sub-contractors or to another person provided that one or more of the following applies:
  - 8.5.1. This is done for the sole purpose of enabling a Tender to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Bidder
  - 8.5.2. The Bidder obtains the prior written consent of Sport England in relation to such disclosure, distribution or passing of Information
  - 8.5.3. The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement
  - 8.5.4. The Bidder is legally required to make such a disclosure
- 8.6. In paragraph 3.5, the definition of 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate.
- 8.7. Sport England may disclose detailed information relating to Tenders to its officers, employees, agents or advisers and may make any of the procurement documents available for private inspection by its officers, employees, agents or advisers. Sport England also reserves the right to disseminate information that is materially relevant to the procurement to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect each Bidder's commercial confidentiality in relation to its Tender (unless there is a requirement for disclosure under the Freedom of Information Act).

## **9. Freedom of Information**

- 9.1. In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), Sport England may, acting in accordance with the Secretary of State's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the said Act, or the EIR be required to disclose information submitted by the Bidder to the Sport England.
- 9.2. In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should:
  - 9.2.1. Explain the potential implications of disclosure of such information
  - 9.2.2. Clearly identify such information as commercially sensitive
  - 9.2.3. Provide an estimate of the period of time during which the Bidder believes that such information will remain commercially sensitive.
- 9.3. Where a Bidder identifies information as commercially sensitive, Sport England will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, Sport England may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, Sport England is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, Sport England cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 9.4. Where a Bidder receives a request for information under the FoIA or the EIR during the procurement process, this should be immediately passed on to Sport England and the Bidder should not attempt to answer the request without first consulting with Sport England.

## **10. Tender Validity**

Your Tender should remain open for acceptance for a period of 60 days. A Tender valid for a shorter period may be rejected.

## **11. Preparation of Tender**

- 11.1. Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Tenders. Bidders are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their Tender and all other stages of the selection and evaluation process. Under no circumstances will Sport England, or any of their advisers, be liable for any costs or expenses borne by Bidders, sub-contractors, suppliers or advisers in this process.
- 11.2. Bidders are required to complete and provide all information required by Sport England in accordance with the Conditions of Tender and the Invitation to Quote. Failure to comply with the Conditions and the Invitation to Quote may lead Sport England to reject a Tender Response.
- 11.3. Sport England relies on Bidders' own analysis and review of information provided. Consequently, Bidders are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Tenders and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement process.
- 11.4. Bidders must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding the goods and services and their Tenders, without reliance upon any opinion or other information provided by Sport England or

their advisers and representatives. Bidders should notify Sport England promptly of any perceived ambiguity, inconsistency or omission in this ITQ, any of its associated documents and/or any other information issued to them during the procurement process.

## **12. Submission of Tenders**

- 12.1. Tenders should be received by Sport England via email (sent to [lauren.durkan@sportengland.org](mailto:lauren.durkan@sportengland.org)) no later than 12:00 hours on Thursday 10<sup>th</sup> August 2017. Tenders received after that time may not be accepted.
- 12.2. Sport England may at its own absolute discretion extend the closing date and the time for receipt of Tenders. Any extension granted will apply to all Bidders.
- 12.3. The Tender and any documents accompanying it must be in the English language.
- 12.4. Price and any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided.

## **13. Canvassing**

- 13.1. Any Bidder who directly or indirectly canvasses any officer, member, employee, or agent of Sport England concerning the letting of this Contract or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent or concerning any other Bidder, Tender or proposed Tender will be disqualified.

## **14. Disclaimers**

- 14.1. Whilst the information in this ITQ has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.
- 14.2. Neither Sport England, nor their advisors, nor their directors, officers, members, partners, employees, other staff or agents:
  - 14.2.1. Makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITQ;
  - 14.2.2. Accepts any responsibility for the information contained in the ITQ or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 14.3. Any persons considering making a decision to enter into contractual relationships with Sport England following receipt of the ITQ should make their own investigations and their own independent assessment of Sport England and its requirements for the services and should seek their own professional financial and legal advice.
- 14.4. Any Contract concluded as a result of this ITQ shall be governed by English law.

## **15. Collusive Behaviour**

Any Bidder who:

- 15.1. Fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party
- 15.2. Communicates to any party other than Sport England the amount or approximate amount of its proposed Tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or any necessary security)

- 15.3. Enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender
- 15.4. Enters into any agreement or arrangement with any other party as to the amount of any Tender submitted
- 15.5. Offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender, any act or omission

shall (without prejudice to any other civil remedies available to Sport England and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

## **16. No Inducement or Incentive**

The ITQ is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Bidder to submit a Tender or enter into a contractual agreement.

## **17. Queries Relating to Tender**

- 17.1. All requests for clarification about the requirements or the process of this procurement exercise should be made via email to [lauren.durkan@sportengland.org](mailto:lauren.durkan@sportengland.org).
- 17.2. Sport England will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time.
- 17.3. Clarification requests must be submitted via email to [lauren.durkan@sportengland.org](mailto:lauren.durkan@sportengland.org) by 12:00 hours on Wednesday 9<sup>th</sup> August 2017.
- 17.4. In order to ensure equality of treatment of Bidders, Sport England may publish the questions and clarifications raised by Bidders together with Sport England's responses (but not the source of the questions) to all participants.
- 17.5. Bidders should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if Sport England at its sole discretion does not either; consider the query to be of a commercially confidential nature or one which all Bidders would potentially benefit from seeing both the query and Sport England's response, Sport England will:
  - 17.5.1. Invite the Bidder submitting the query to either declassify the query and allow the query along with the Authority's response to be circulated to all Bidders
  - 17.5.2. Request the Bidder, if it still considers the query to be of a commercially confidential nature, to withdraw the query.
- 17.6. Sport England reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.

## **18. Amendments to Tender Documents**

At any time prior to the deadline for the receipt of Tenders, Sport England may modify the ITQ by amendment. Any such amendment will be issued by Sport England to all prospective Bidders. In order to give prospective Bidders reasonable time in which to take the amendment into account in preparing their Tenders, Sport England may, at its discretion, extend the Deadline for receipt of Tenders.

## **19. Late Tenders**

Any Tender received after 12:00 hours on Thursday 10<sup>th</sup> August 2017 may be rejected.

## **20. Proposed Amendments to the Contract by the Bidder**

- 20.1. Sport England's Terms of Trade can be viewed [here](#).
- 20.2. Any proposed amendments to the Contract must be detailed separately, and returned with the Bidder's ITQ Response.
- 20.3. Where Sport England makes changes to the Contract as a result of the proposals received it will circulate the amended terms to all Bidders.
- 20.4. No changes to our Terms of Trade will be considered unless they are submitted with Tender Responses.

## **21. Modification and Withdrawal**

- 21.1. Bidders may modify their Tender prior to the Deadline by giving notice to Sport England in writing via email to [lauren.durkan@sportengland.org](mailto:lauren.durkan@sportengland.org).
- 21.2. No Tender may be modified subsequent to the Deadline for receipt.
- 21.3. The modification notice must state clearly how Sport England should implement the modification.
- 21.4. Bidders may withdraw their Tender at any time prior to the Deadline or any other time prior to accepting the offer of a Contract. The notice to withdraw the Tender must be in writing and sent via email to [lauren.durkan@sportengland.org](mailto:lauren.durkan@sportengland.org).

## **22. Right to Reject/Disqualify**

Sport England reserves the right to reject or disqualify a Bidder where:

- 22.1. The Bidder fails to comply fully with the requirements of this Invitation to Quote or is guilty of a serious misrepresentation in supplying any information required in this document
- 22.2. The Bidder is guilty of serious misrepresentation in relation to its Tender
- 22.3. There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder.

## **23. Right to Cancel, Clarify or Vary the Process**

Sport England the right to:

- 23.1. Amend the terms and conditions of the Invitation to Tender process
- 23.2. Cancel the evaluation process at any stage
- 23.3. Require the Bidder to clarify its Tender in writing and/or provide additional information (failure to respond adequately may result in the Bidder not being selected).

## **24. Notification of Award**

Sport England will place a Purchase Order with the successful Bidder(s) under the [Sport England Terms of Trade](#).

## Schedule 1: Supplier's Details

1.1 Supplier Details	
Registered Company Name	
Company Registration Number	
VAT Registration Number (if applicable)	
Main Operational address for the service	
Telephone	
Fax	
Email	
Address for all contractual correspondence	
Address for all service management correspondence	

1.2 Contact Details - Responsible Person for the Contract	
Name	
Postal address	
Phone	
Mobile	
E-mail	

1.3 Contact Details - Responsible Person for the Service	
Name	
Postal address	
Phone	
Mobile	
E-mail	

1.4 Payment Details	
Account Name	
Bank Names	
Address	
Sort Code	
Account Number	