Tender proposal for

**Financial Reporting Council**

**FRC2024–029 Provision of Employee Screening Services**

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| --- | --- |
| Supplier Name |  |
| Registered Address |  |
| Registered company number |  |
| VAT number (if applicable) |  |
| Please state if your company is a SME or VCSE |

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| --- | --- | --- |
|  | Classification | Yes / No |
| SME | Small Medium Enterprise“SME” means an enterprise falling within the category of micro, small and medium-sizedenterprises 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. |  |

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| Please state if your organisation or supply chain have risks associated with the current Russia / Ukraine conflict |

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| --- | --- | --- |
|  | 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* |

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| Contact: |
| Name  |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

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

## Form of tender

FRC2024–029 Provision of Employee Screening 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.
* 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.
* I/we confirm that we have observed the delivery deadline date (where applicable) and our organisation can meet this /these dates.
1. 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 supply relevant information only.* |
| **QUESTION 1 – Responsible Organisation (RO) & Identity Service Provider (IDSP)- Pass/Fail****Please provide details on your status** |
| *Your response* |
| **QUESTION 2** **–** **Set up (10%)****That your organisation can achieve the FRC requirement, please provide a set up timeline plan, the key activities, key processes/ steps including details of the key liaison required in the set up. Your timeline should aim for 1st November 2024 or whatever date in the Autumn of 2024 that you deem to be realistic based on this procurement timeline (i.e. proposed contract award).** |
| *Your response* |
| **QUESTION 3 – Scope of Services (30%)****The transferable experience you have to meet our requirement.**  |
| *Your response* |
| **QUESTION 4** **– Systems and Security (15%)****Your response should explain how secure your online portal is and how it meets the requirements of UK GDPR. This should include details of who has access to the portal from a client perspective and at the provider end.** |
| *Your response* |
| **QUESTION 5– Service Success (15%)****How you demonstrate that your organisation is committed to service success and continuous improvement You should demonstrate the established protocols and new initiatives that your organisation will utilise under this proposed contract in the areas of Account Management, KPI’s, SLA, Training and escalation arrangements.** |
| *Your response* |
| **QUESTION 6** **– Cost (30%)****FRC is committed to value for money. You should detail your cost proposal.** ***Please provide a Tariff with details of charges and services.*** |
| *Your response* |
| **QUESTION 7** – **Terms & Conditions****Please provide your proposed Terms and Conditions** You should provide the proposed Terms & Condition for early review (noting that there should not be any contentious clauses (such as liability, indemnity etc). |
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| **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;

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| --- | --- |
| Document type | Document |
| * Supplier Due Diligence questionnaire – Processor
 |  |
| * Supplier Due Diligence questionnaire - Controller
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