Tender proposal for

**Financial Reporting Council**

FRC2020 -083 Executive Search 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. |  | |
| Contact: | |
| Name |  |
| Position |  |
| Email |  |
| Telephone |  |
| Date |  |

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

## Form of tender

FRC2020 -083 Executive Search 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.
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 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**

|  |
| --- |
| Tender Response  Please refer to the requirements in the Invitation to Tender  **Please ensure that your tender responses captures sufficient detail to demonstrate how you can meet the FRC’s requirement, however please be concise** |
| **QUESTION 1** – Knowledge, Skill and transferable experience (incorporating delivering the stated recruitment principles)  FRC are seeking a capable / experienced Supplier. Please tell us how your organisation’s track record and transferrable skills can and will meet the FRC requirement. |
| *Your response* |
| **QUESTION 2** - Methodology and approach to deliver our requirement (in the timescales) including transferrable experience of executive search of similar roles.  Please outline the approach your organisation will take to meet our requirement. Please reference any key transferrable experience or approach taken by your organisation for a similar role and/or organisation type. Your response should detail your key approaches to providing FRC with a shortlist of good candidates. |
| *Your response* |
| **QUESTION 3** - Policies, processes and protocols (and success) at delivering Diversity & Inclusion.  Diversity & Inclusion is imperative to FRC, please outline how you have embedded Policies, processes and protocols to successfully deliver D&I requirement. Please illustrate how your approach aligns with FRC. |
| *Your response* |
| **QUESTION 4** - Account Management & stakeholder engagement  Account Management is a key element to ensure that FRC’s fulfills its requirement efficiently. Please outline the approach to account management that will apply.  Your response should also include a two-fold approach to stakeholder management (i.e. FRC as a stakeholder and applicant as a stakeholder). |
| *Your response* |
| **QUESTION 5** – Pricing  FRC is committed to value for money. You should detail your cost proposal (for the immediate requirement and future requirements). |
| *Your response*   |  |  |  | | --- | --- | --- | |  | £ | % (of salary) | | Fixed Fee (for Chief People Officer) | *Please add* | *Please add* | | Fixed Fee (for future roles) | *Please add* | *Please add* | | Note: Your fee must be inclusive of all expenses (including Advertising on your website). | *Please add* |  | | Please add your approach to milestone payment(s) | *Please add* | | |
| **QUESTION 6** – 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 7** – 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 |  | | * Supplier Due Diligence questionnaire - Controller |  | |