**Quotation Form:**

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| Company name |  |
| Contact name (Single point of contact): |  |
| Address: |  |
| Telephone number: |  |
| E-mail address: |  |
| Company Registration number: |  |
| VAT Registration number: |  |

Please tick to confirm that you will be able to provide evidence of the following on request and will definitely be able to provide if your quote is successful: ✓

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| --- | --- |
| Financial information. *Either:*1. *A copy of the most recent audited accounts for your organisation that cover the last two years of trading or for the period that is available if trading for less than two years.*
2. *A statement of the organisation’s turnover, Profit & Loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet, where this information is not available in an audited form.*
3. *A statement of the organisation’s cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position.*
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| Details of your quality assurance method, experience and capabilities |   |
| Details of your environmental management method, experience and capabilities |  |
| Details of your risk management method, experience and capabilities |  |
| Equal Opportunities Policy |  |

Please list the insurances held by your company:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of insurance | Insurance Company | Policy number | Start and expiry date  | Cover Value |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Copies of valid insurance certificates will be required if your quote is successful.*

1. Providers to detail the content of the support and delivery methods.

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1. Skills and professional experience to be detailed of all personnel to be involved in the delivery of the support (expand text box as required). Please include any testimonials and expertise that relate to specific areas detailed in the section headed “Requirements” within the relevant Invitation to Quote Document:

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For the individual team members listed, please provide pen profiles or one-page CVs attached as an appendix to your submission which should clearly demonstrate their skills in relation to the objectives and brief specified for this work.

1. Please attach as an appendix to your submission, an examples/case studies that demonstrate your company’s ability to deliver the requirements

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1. Pricing