**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.*

Please tick to confirm that your company has read and agrees to carry out all work in accordance with Greater Manchester Business Support Standard Terms and Conditions:

 ✓

|  |  |
| --- | --- |
| Our company has read and agrees to carry out all work in accordance with Greater Manchester Business Support Contract Conditions |  |

1. Please give details of your organisation and workforce and evidence your ability and capacity to deliver the project.

 (15%)

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1. Please give
i) a brief outline your approach to fulful the brief given,
2. a proposed project plan outlining the major milestones throughout the project (35%)

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1. Please attach as an appendix to your submission, two examples/case studies that demonstrate your company’s ability to deliver the requirements. Please include contract details of the client, which may be used for a reference. (25%)

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1. Pricing (25%)

Please provide a detailed budget for the proposal. Prices will be fixed for the duration of the contract shall include for all goods and services shown or described in the contract as a whole and for all goods and services not described but apparent as being necessary for the complete and proper execution of the provision of the contract. Priced quoted should exclude VAT