**Quotation Form: Production of Manufacturing Information Services Ref: MFGIS01**

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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.* |  |
| 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 |  |

Please answer the following questions: -

1. Explain the process to undertake research in order to produce nine manufacturing and/or engineering news stories per month.

(20%)

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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: (30%)

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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 you/your company’s ability to deliver the requirements (10%)

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1. Pricing – please confirm a Monthly rate to complete the detailed specification, as well as a daily and hourly rate for additional work. (40%)