**Quotation Q1902: Form B:**

**Lead Research Consultant Services**

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

**Financial information:**
Please tick to confirm that you will be able to provide evidence of one of the following on request if your quote is successful: ✓

|  |  |
| --- | --- |
| *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.*
 |  |

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 |  |

**Quotation Response (Complete below or attach separate document)**

*Quotations will be assessed on the following criteria:*

* *Overall value for money (40%).*
* *Methodology (30%)*
* *Skills and ability of the proposed personnel to carry out the requirements set out in the objectives and brief above (20%).*
* *Evidence of your availability to deliver the requirements set out in the objectives and brief above and, to provide the organisational status information listed in the attached Quotation Form (10%).*