**Business Workshops: Quotation Form Q2234**

**SECTION 1: Compliance**

1. **Organisational information**

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| Please complete the following  |
| Company name |  |
| Contact name (Single point of contact): |  |
| Job Title |  |
| Address: |  |
| Telephone number: |  |
| E-mail address: |  |
| Company Registration number: |  |
| VAT Registration number: |  |

1. **Financial information**

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| Please state which one of the following that you will be able to provide on request as evidence if your quote is successful |
| 1. A copy of the most recent audited/unaudited 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.
4. Alternative means of demonstrating financial status if any of the above are not available
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1. **Insurance**

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| Please list the insurances held by your company. (If not held please state if you would be willing to commit to take out insurance if appointed. Copies of valid insurance certificates may be requested if your quote is successful. |
| Type of insurance | Expiry date  | Cover Value |
| Public liability |  |  |
| Employers Liability (If Applicable) |  |  |
| Professional Indemnity |  |  |

1. **Contract terms**

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| Please tick to confirm that your company has read and agrees to carry out all work in accordance with The Growth Company Standard Terms and Conditions |
| Our company has read and agrees to carry out all work in accordance with The Growth Company Standard Terms and Conditions |  |

**SECTION 2: Data Governance**

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|  | **REQUIREMENT** | **STATUS** | **FURTHER INFORMATION** |
| **Yes** | **No** | ■: Where ‘No’ has been ticked, please explain why this is the case and provide further details on the current controls/processes that are in place.■: Where ‘Yes’ has been ticked, provide additional information where requested. |
| 2.1 | Do you have a named person with day to day responsibility for data protection? Is there an executive level role with overall accountability for our information compliance programme? | Answer for information only | Please provide the name and contact details of person responsible for data protection.     Tick if this person is a Data Protection Officer [ ]  |
| [ ]  | [ ]  |
| 2.2 | Do you have a GDPR compliant Data Protection policy to cover personal data? | [ ]  | [ ]  | ■: Please supply a copy.■:        |
| 2.3 | Do you have a data protection and information security training programme in place for your employees, with refresher training, which tests staff understanding? As a sole trader or micro business have you taken sufficient steps to ensure you and your staff are able to protect GC data? | [ ]  | [ ]  | ■:       |
| 2.4 | Will all the personal data that you are processing be kept within the EEA. | [ ]  | [ ]  | ■: Please explain what data will be transferred outside of the EEA and confirm how you will fulfil the obligation of adequate protection in respect of that personal data.      |

**SECTION 3: Information Security**

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|  | **REQUIREMENT** | **STATUS** | **FURTHER INFORMATION** |
| **Yes** | **No** | ■: Where ‘No’ has been ticked, please explain why this is the case and provide further details on the current controls/processes that are in place.■: Where ‘Yes’ has been ticked, provide additional information where requested. |
| 3.1 | Do you hold any current certifications or registrations, such as ISO 27001, Cyber Essentials, Cyber Essentials Plus or Public Services Network (PSN) Compliance?Note: if you do not currently hold any certificates you must agree to complete Cyber Essentials as minimum within 6 months. | [ ]  | [ ]  | ■: Please state what certificates you hold:      ■: If no, are you willing to commit to obtaining Cyber Essentials if you are awarded the contract? YES [ ]  |

**Please note that you can bid for one or more of the workshops below.**

**Section 4: Pricing**

1. Please enter your price for the relevant workshop you wish to submit a bid (both virtual delivery and Face to Face delivery prices are required. Price should exclude VAT and include all expenses. (Weighting 30%)

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| --- | --- | --- | --- |
| **Lot** | **Workshop** | **Virtual delivery** | **Face to face delivery** |
| 1 | Sales  |  |  |
| 2 | Tendering for Contracts  |  |  |
| 3 | Social Media for Business |  |  |
| 4 | Marketing and Promotion |  |  |

**Section 5 (A separate response is required for each workshop you are bidding for)**

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| **Name of Workshop** |  |

1. Evidence of your specific experience to deliver the masterclasses you have selected.

Please include the skills, ability and experience of the proposed personnel to be employed on this workshop. (35%)

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1. Please provide a brief outline of the subjects to be covered on this workshop. (max 200 words per session) (35%)

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