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| **Appendix A Questionnaire (please complete appendix for applicant business and subcontractors separately)** | | |
| **A1** | **Business Details (MI)** |  |
|  | Name of the organisation (or individual) in whose name the contract would be agreed: |  |
|  | Principal contact name: |  |
|  | Contact address: |  |
|  | Telephone number: |  |
|  | Mobile number: |  |
|  | E-mail address: |  |
|  | Company Registration number: |  |
|  | Date of Registration: |  |
|  | Registered address (if different from above): |  |
|  | VAT Registration number: |  |
|  | Website address: |  |

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| **Appendix A Questionnaire (please complete for applicant business and subcontractors separately)** | | |
|  | **Company Name:** |  |
| **A2** | **Legal Status (5%)** |  |
| **(1%)** | Are there any court actions and/ or tribunal hearings outstanding or  threatened against your organisation or your sub-contractors? | Yes/No  If ‘Yes’, please provide details: |
| **(1%)** | Has your organisation or your sub-contractors been involved in any  court action and/ or significant tribunals over the last three years? | Yes/No  If ‘Yes’, please provide details: |
| **(1%)** | During the last three years, has your organisation had a contract  terminated, failed to complete a contract to timescales, or had  financial penalties imposed as a result of failure to meet deliverables. | Yes/No  If ‘Yes’, please provide details: |
| **(2%)** | Have you or any of your employees or subcontractors been convicted of any of the following legal offences:   * participation in a criminal organisation; * corruption; * fraud; * terrorism; * money laundering; * child labour or human trafficking; * non-payment of taxes and social security contributions. | Yes/No  If ‘Yes’ to any of these statements, please provide details and which statement they relate to: |

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| **Appendix A Questionnaire (please complete for applicant business and subcontractors separately)** | | |
|  | **Company Name** |  |
| **A3** | **Financial Status (5%)** |  |
|  | Has your organisation or your subcontractors met all of its obligations to pay its creditors and staff during the past year? | **Yes/No**  If ‘No’, please provide details: |

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| **Appendix A Questionnaire (please complete for applicant business and subcontractors separately)** | | |
|  | **Company Name** |  |
| **A4** | **Equal Opportunities (Pass/Fail)** |  |
| **P/F** | Can you confirm that your organisation fully complies with the Equality Act 2010? | Yes/No |
| **A5** | **Insurance (Pass/Fail)** | **Please select one of the following statements (you are required to provide further information in the table below for information purposes only):** |
| **P/F** | Please provide copies of your public liability, employer’s liability and professional indemnity insurance. If currently unavailable please confirm this will be in place prior to contracting; applicants will be unable to commence any work until copies have been provided. *The required premiums can be found on page 6 of this document.* | Yes, I have the required levels of insurance;  Yes, I agree to obtain the required levels of insurance prior to contract commencement;  No, I do not hold/agree to obtain the required levels of insurance. |
| **MI** |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Policy number | Insurer | Expiry date | Limit (£) | | Public liability |  |  |  |  | | Employers liability |  |  |  |  | | Professional Indemnity |  |  |  |  | |

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| **Appendix A Questionnaire** | | |
| **A6**  **(10%)** | Pricing Schedule | It is mandatory to complete the table below. Failure to complete this question or making a bid in excess of £14,150 (+VAT), the maximum budget under this contract, will result in disqualification from consideration.  The lowest cost bid will be given the maximum percentage weighting for the cost element (10%). All other bids will then be compared against the lowest cost bid on a pro-rata basis.  The formula that will be used to do the comparison is: -  (lowest price/applicant bid price) x 10  This fee element shall include the cost of all labour, equipment, materials and travel and cover the period July 2019 – December 2021.  All Prices submitted must be **exclusive of VAT.** |
| **Overall price for delivery of Marketing and Publicity Contract** | £ |

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| **Appendix A Questionnaire (please complete for applicant business and subcontractors separately)** | | |
|  | **Company Name** |  |
| **A7** | **Questions i-iv** |  |
| **(10%)** | i)  Demonstrate that you have a good understanding of the Business Ready proposition and UWSP: |  |
| **(10%)** | ii)  Please provide a costed proposal with full budget breakdown and a proposed calendar of writing and publication dates.  Please submit this on a company letter head along with your application: |  |
| **(30%)** | iii)  Please provide details and credentials of skills and experience of individuals who would work on the account: |  |
| **(20%)** | iv)  Provide evidence of successful work in a similar field including expertise working with ESIF branding and publicity: |  |

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| **Appendix A Questionnaire** | | |
| **A8**  **(10%)** | References | Please include up to three references/testimonials from clients for each supplier, ensuring you have the client’s permission. These can be on letter headed paper, or an email from a registered company domain name. UWSP retains the right to contact the referees. |
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| **Declaration**  I confirm that to the best of my knowledge and ability all information provided is true and fair and I have the authorisation to provide such information on behalf of the organisation |  |
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| Signed ………………………………………………….………..  On behalf of …………………………………………………………….  Date ………………………………………………….……….. |  |