



Procurement For Digital Platform (website) to deliver the Digital Strategy of the Jurassic Coast Trust.

Tender Document

Formal Invitation to Tender for: The creation of a new Digital Platform (website) to deliver the Digital Strategy of the Jurassic Coast Trust

Proposed Contract Commencement: January 2022

Tender Return Date: By 3rd December 2021 at Midday

INFORMATION REGARDING DATA PROTECTION (GDPR) and CONFIDENTIALITY

Tenderers should be aware that information provided as part of this tender exercise will be subject to current legislation.

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SECTION 2: PART 1 COMPANY DETAILS

Please note that these questions are for information only and will not be scored.

1.1 Full name of Company.

1.2 Address of registered office

1.3 Company registration number.

1.4 Name, position and address of principal contact to where any future correspondence is to be sent in connection with this project.

1.5 Contact telephone and e-mail.

1.6 Please state if any director, partner, senior manager or associate of your organisation is a relative or has any type of private or business relationship with either a Trustees, or an officer employed by the Jurassic Coast Trust.

1.7 If you have answered 'Yes' to Question 1.6 above, please give details of the relationship.

SECTION 2: PART 2 ESSENTIAL CRITERIA

Please note that tenders that do not pass all Essential Criteria will not be scored further.

- 2.1 Please confirm your availability and ability to deliver the project within timescale.

- 2.2 Insurances

Please confirm that you currently have the minimum required insurances or that you would increase your insurance to meet these requirements if your tender is successful.

£5m Employer's Liability Insurance (If applicable to the organisation)
£5m Professional Indemnity Insurance

- 2.3 Financial stability

Please tell us which of the following you would be able to provide if requested. The more information you are able to provide; the better the Council will be able to assess your financial standing.

1. A copy of your audited accounts for your last two financial years
2. If you qualify for the small business exemption, a copy of your statutory accounts for your last two financial years.
3. A statement of turnover, profit & loss account, balance sheet and a Director's/Managing Partners report (if available) for the most recent two years of trading
4. A statement of turnover, profit & loss account, balance sheet and a Director's/Managing Partners report (if available) for the most recent year of trading.
5. Management Accounts including a profit & loss account and balance sheet for all periods of trading available.
6. A statement of your cash flow forecast, projected profit & loss account and balance sheet for the current year and a bank letter outlining the current cash and credit position
7. Alternative means of demonstrating financial status if trading for less than one year (e.g. a copy of your business plan, cash flow forecast, details of your start up capital/loans or management accounts).

Please state the numbers of the above that you can provide.

Please use the box below to provide any additional information relevant to this question.

2.4 References

We require a minimum of 3 references for whom you have carried out similar work (with a description and outcome of that work).

Contract 1 Information - Please provide the following information:

Name of Reference Organisation:

Contact Name at Reference Organisation:

Description of work and outcomes:

Contract 2 Information - Please provide the following information:

Name of Reference Organisation:

Contact Name at Reference Organisation:

Description of work and outcomes:

Contract 3 Information - Please provide the following information:

Name of Reference Organisation:

Contact Name at Reference Organisation:

Description of work and outcomes:

SECTION 2: PART 3 – Technical Ability

Submit your proposal with additional information containing:

- Named lead individual (including any reporting arrangements) with copies of CV demonstrating relevant experience and expertise
- Details of their availability
- Describe what you will do for us; you may use examples and case studies to demonstrate your answer. Please include the following in your response
- Estimate of time to be spent on each stage of work, and the rates of those employed

Please use the space below to give the details of your submission (or attached a separate document).

SECTION 2: PART 4 – COST

Please provide a detailed breakdown and details of all costs related to the delivery of the service.

Prices must be shown inclusive of VAT.

Tenders must include the following:

Detailed breakdown of costs listing expenditure under the following headings:

- Revenue Costs (no. of work days and day rates)
- Any overheads to be charged
- Travel and subsistence costs associated with project
- Any other costs (please specify)

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SECTION 2: PART 5 – DECLARATION

I confirm that following enquiry the answers submitted in this tender are correct. I understand that the Jurassic Coast Trust may reject this tender if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

The amount of this Tender has not been calculated or arranged with any person other than the Jurassic Coast Trust, that the amount of the Tender has not been communicated to any person other than JCT and will not be communicated to any person until after the closing date for the submission of Tenders.

FORM COMPLETED BY

Name	
Position	
Telephone Number	
Date	
Signature: (for electronic submissions, please type name or provide an e-signature)	