INVITATION TO TENDER (ITT)

Document reference information

|  |  |
| --- | --- |
| Requirement title | *A dedicated online, public platform to host the capacity building materials of the Forum.* |
| Ref | *Integrity Council for the Voluntary Carbon Market Indigenous Peoples’ and / or local communities' team* |
| Issue date | *14/03/2025* |
| Closing date of Tender | *07/04/2025* |
| Contact | *Rupert Quinlan, Associate Director –* [*rupert.quinlan@icvcm.org*](mailto:rupert.quinlan@icvcm.org) |

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## **Introduction**

* 1. **Overview**

The Integrity Council for the Voluntary Carbon Market will henceforth be known as ‘the ICVCM’ and the Tendering organisation or party shall henceforth be referred to as ‘the Tenderer’.

**ICVCM Vision**: Build integrity and scale will follow: we aim to create a high integrity voluntary carbon market that accelerates a just transition to 1.5 degrees C.

**ICVCM Mission**: We set a definitive global threshold for the voluntary carbon market so that high-quality carbon credits can efficiently unlock private finance to reduce and remove emissions.

To read more about us, please visit our [website](https://icvcm.org/).

Tenders are invited for the supply of a dedicated online, public platform to host the website and capacity building materials of the Indigenous Peoples and Local Communities Engagement Forum.

The detailed requirements specification is set out in section 4: Specification.

* 1. **Background**

Indigenous Peoples and local communities are key partners in the voluntary carbon market and the fight against the climate crisis. It is critical that we collaborate with Indigenous Peoples and local communities to make sure the voluntary carbon market (VCM) functions in a way that protects and promotes their rights and interests.

The Indigenous Peoples and Local Communities Engagement Forum (‘the Forum’), announced at COP28, has been the principal output of a two-year initiative and series of global consultations, workshops and discussions led by the Integrity Council. More information about the Forum can be found [here](https://icvcm.org/about-the-forum/).

An online platform is required to meet the priorities of the Forum. The online platform will have the following functionality:

* A website to host the following information:
  + The Forum’s Vision Statement.
  + About Us.
  + Position Statements, Research Papers, Case Studies (this will likely include films), Briefs.
  + Governance Documents.
* Capacity Building area:
  + Best Practice Guides.
  + E-Learning.
  + Informative Videos.
  + Toolkits.
* Contact page

More information can be found in the detailed brief in the section 4 Specification below.

## **Instructions to Tender**

* 1. **General information**
     1. All Tenders submitted will be in accordance with and subject to these instructions and other documents comprising the Invitation to Tender (ITT).
     2. The ICVCM reserves the right, without prior notice, to change, modify, or withdraw the basis of its request and/or to reject all proposals and terminate negotiations at any time. In no circumstance will the ICVCM incur any liability in respect of time, effort or cost incurred in regard to either discussions, meetings or reviewing and/or responding to this document or any subsequent material.
     3. The issue of this ITT does not bind the ICVCM or any official of it to accept any proposal, in whole, or in part, nor does it bind any officials of the ICVCM to provide any explanation or reason for its’ decision to accept or reject any proposal. Acceptance of a proposal neither commits the ICVCM to award a contract to any tenderer, even if all requirements stated in this tender are satisfied, nor does it limit the ICVCM’s right to negotiate in their best interest. The ICVCM reserves the right to contract with a tenderer for reasons other than the lowest cost. Contract award will be post the tender process and may be awarded without discussions or negotiations
     4. For any queries, please contact Rupert Quinlan – [rupert.quinlan@icvcm.org](mailto:rupert.quinlan@icvcm.org) identified, no other representative of the ICVCM may make any representation regarding this procurement process.
     5. All tenders are required to be valid for 90 days from the end of the tender submission period to allow the ICVCM to undertake review.
  2. **Confidentiality**
     1. The ICVCM have issued this ITT to tenderers, to inform their preparation of a tender for this requirement and for no other purpose.
     2. The ICVCM give this ITT and any other documentation, on the basis that they remain the ICVCM’s property and tenderers must treat the contents as confidential. If tenderers are unable or unwilling to keep to this rule they:

must destroy this ITT and all associated documents at once; and

must not keep any electronic or paper copies.

* 1. **Preparation of Tender**
     1. A tenderer must inform the ICVCM of its intention to submit a tender at the earliest opportunity by emailing Rupert Quinlan – [rupert.quinlan@icvcm.org](mailto:rupert.quinlan@icvcm.org) - so that the tenderer may be informed of any potential changes to timescales etc.
     2. The ICVCM reserves the right to issue additional documentation or information related to the tender at any time. At the discretion of the ICVCM, the closing date may be extended. Tenderers already having submitted a tender at this point may be invited to re-submit their tender at their discretion.
     3. Tenders must be written in the English language, unless otherwise specified.
     4. Any subsequent contract will be subject to English law and the exclusive jurisdiction of the English courts.
  2. **Submission of Tender**
     1. By submitting the tender, the tenderer confirms that they are able and willing to enter into a formal contract with the ICVCM if awarded. The tender shall be signed by persons authorised to submit tenders and make contracts for the tenderer.
     2. Any applications received after the deadline will not be considered unless agreed with the ICVCM prior to the close of the submission period.
  3. **Evaluation criteria & Process**
     1. The ICVCM will evaluate tenders against the award criteria set out in section 5.
     2. The ICVCM reserve the right to seek clarification from any or all of the tenderers during the evaluation period. This may be in writing or by means of a clarification meeting.
     3. The tender process will be a two-stage tender, with initial ITT submissions to be evaluated, and a shortlist of tenderers invited to make presentations to an ICVCM panel (in person or online via MS Teams). Following this, final evaluations will take place, and a preferred tenderer nominated and offered the MSP contract, subject to checks. The expected timescales are set out in section 3.
  4. **Tenderer’s Warranties**
     1. In submitting its tender, the tenderer warrants, represents and undertakes to the ICVCM that:

all information, representations and other matters of fact communicated (whether in writing or otherwise) to the ICVCM by the tenderer, its staff or agents in connection with or arising out of the tender are true, complete and accurate in all respects, both as at the date communicated and as at the date of tender submission;

it has full power and authority to enter into the contract and perform the obligations specified in the contract documents;

it is of sound financial standing and has and will have sufficient working capital, skilled staff, equipment and other resources available to it to perform the obligations specified in the contract;

it shall indemnify and keep indemnified the ICVCM against all actions, claims, demands, and expenses incurred by or made against, the ICVCM in respect of any loss or damage which arises from any advice given or anything done or omitted to be done under this tender to the extent that such loss or damage is caused by the negligence or other wrongful act of the tenderer or its agents.

## **Timescales**

* 1. It is intended that the procurement process for this tender will run to the following timetable. Please note that the ICVCM reserves the right to amend the timescales listed below and will inform tendering organisations of any changes.

|  |  |
| --- | --- |
| **Stage** | **Date(s) & time(s)** |
| Launch of tender | *14.03.2025* |
| Last date for clarification requests | *28.03.2025* |
| Deadline for tender submissions | *07.04.2025* |
| Evaluation period (inc. interviews if required) | *10.04.2025 - 13.04.2025* |
| Notification of evaluation outcomes | *20.04.2025* |

## **Specification**

To support the tenderer to prepare a tender submission, the following specification has been drafted by the ICVCM.

* 1. **Required contract start date: 01.05.2025.**
  2. **Contract length: 4-months to develop the Platform and 2-years for ongoing site maintenance.**

1. **Aim of contract:**

The Executive Secretariat that supports the Forum is seeking a consultant to develop a multi-functional online platform. The role of the consultant would be to undertake a scoping exercise to establish the requirements of our target audience, as well as identifying the best platform-type, plug-ins etc, to reach them. Where possible, the platform should be developed within an open-source framework. The contract also requires training to up-skill the Executive Secretariat to manage the platform, as well as testing throughout the development of the platform to ensure it is working as expected and meeting target audience requirements. There will also be a requirement for ongoing maintenance and upkeep of the site. The overarching aim of this work is to deliver the online platform with the aspects outlined in the detailed specifications below and thereby, provide Indigenous Peoples and local communities a space through which they can share knowledge to foster more effective carbon projects.

**Scope of contract:** The consultant will be responsible for:

1. Pre-Development
   1. Undertake a detailed scoping exercise to ensure all the requirements are captured. This could include interviews with relevant Executive Secretariat members and members of the Forum as well as surveys to capture the wider VCM.
   2. Prioritise the requirements into must haves, should haves, could haves and will not haves, in line with the outcomes of the scoping exercise.
   3. Create a site user hierarchy based on user needs and administrative functions to facilitate moderation, content editing and other related tasks.
   4. Develop a phased delivery plan, with clear outcomes and deliverables against an agreed timeframe.
2. Platform Development
   1. Developing a secure, scalable and responsive online platform using existing, open-source solutions, plugins and integration.
      1. Mobile first, responsive design principles should be adhered to.
   2. Ensuring the platform supports multiple functionalities, including:
      1. Resource library for training materials, including multiple versions of files for different language requirements.
      2. Login protected interactive community forums and collaboration tools for site members – this should provide the functionality for individuals to make an account for the social-side of the platform.
      3. Host recorded webinars, online courses and training modules.
      4. Networking portals – this would be an interactive feature that enables members to connect, communicate and collaborate through profiles, messaging and discussion boards.
      5. Event calendar for workshops and training.
      6. Integrated multilingual capabilities to support Indigenous language requirements – principal languages to include are English, Spanish, Portuguese and French but there may be additional requirements.
   3. Implementation of User Management & Access Control based on requirements identified in site user hierarchy pre-development work.
      1. Role-based access (e.g., Executive Secretariat, members of the Forum, external partners, administrators).
      2. Secure user authentication (e.g., Single Sign-On, two-factor authentication).
      3. Ability for Indigenous Peoples and local communities to manage their own content and members.
   4. Carbon-neutral hosting (e.g., green data centres, minimal energy usage), including any relevant server maintenance and patching to maintain an efficient and secure hosting environment, in line with the length associated of the requirement below to maintain the website.
3. User Experience & Accessibility.
   1. Ensuring the platform adheres to accessibility standards (e.g., WCAG compliance).
   2. Providing an intuitive user interface suitable for both tech-savvy and low-digital-literacy users.
   3. Ensuring the platform supports low data transfer and fast-loading page requirements where possible, through minimal design, careful & considered use of large files, also with suitable backend technology and hosting.
4. Security & Data Protection
   1. Ensuring secure user authentication and data encryption.
   2. Implementing data sovereignty measures that respect Indigenous ownership of knowledge and resources.
   3. Adhering to global data protection standards (e.g., GDPR, Indigenous data governance frameworks).
5. Content Management System (CMS)
   1. Identifying and implementing an easy-to-use, preferably opensource CMS for the Executive Secretariat and forum members to upload, manage and curate content, within user hierarchy framework.
   2. Easy-to-use interface for non-technical users.
   3. Support for multimedia content (videos, PDFs, interactive courses).
   4. Version control for updating resources & files.
   5. Searchable database for knowledge-sharing materials.
6. Training & Capacity Building
   1. Developing user guides and training materials for administrators and users.
   2. Conducting training sessions to build capacity among Indigenous stakeholders.
7. Maintenance and Upkeep
   1. Ongoing maintenance and upkeep of the website. It is anticipated that this will require approximately half a day every month for 2-years following the finalisation of the website. It is important to caveat here that there may be the possibility that in that time the Forum will become an independent entity but the contracted consultant would need to continue the maintenance – it is likely that the contract and associated payments would be transferred to the Forum in this instance.
   2. **Reporting /Monitoring arrangements:**

You will be reporting to Rupert Quinlan, Associate Director – [rupert.quinlan@icvcm.org](mailto:rupert.quinlan@icvcm.org) - who will be the contract manager. Chris Meikle, Senior Digital Comms Manager, will provide oversight in relation to communications considerations such as brand, digital infrastructure and digital integration.

You will be required to report to the contract manager every week to provide updates, insights and demonstrations (where possible). There will also be more detailed monthly check points that will take a deeper dive into quality, timescales and spend. The updates from both meeting formats will be captured in an Agile-style management system which the Indigenous Peoples and local communities Project Officer will be responsible for.

**Detailed scope:**

It is required that the consultant or firm has the following:

* Proven experience in designing and developing multi-functional online platforms.
* Expertise in UX/UI design with a focus on accessibility and cultural sensitivity.
* Knowledge of Indigenous data sovereignty principles and community engagement.
* Experience working with non-profit organisations, NGOs or Indigenous groups.
* Proficiency in multilingual platform development and localisation.
* Strong cybersecurity expertise to protect sensitive data.
  1. **Terms required within the contract:**

The payment schedule will be based on installations which will be on agreed dates and associated with key deliverables, more specifically:

* 20% of the total once the Scoping phase is complete.
* 50% of the total following the initial build (including must have development features) and internal testing.
* 20% of the total once any necessary additional development work has been completed and the platform is signed off by the relevant member of the Executive Secretariat and Forum.
* 10% will be for the ongoing maintenance – this will be paid through a monthly invoice.

These payments will be subject to a meeting with the relevant member(s) of the Executive Secretariat staff to establish that the consultant / firm has met the associated KPIs.

A confidentiality clause in the contract / a confidentiality agreement (to be determined) will be required to protect any information associated with Indigenous Peoples and / or local communities, market and project sensitive information and to ensure compliance with relevant data protection laws.

The consultant / firm would be required to disclose any potential conflicts of interests. It is required that the consultant / firm does not have any ongoing contracts with any projects, programs or companies in the VCM.

The owner of the platform, source code and content, once completed, would be the ICVCM. If the platform was open source, this would be based on an opensource agreement.

* 1. **Tenderers are required to comply with the below sustainability principles:**
* Respect for human rights in dealing with supplier stakeholders at large (i.e. team members, clients, suppliers, shareholders and communities)
* Compliance with applicable international, national, state and local Laws including (but not limited to) all environmental, health and safety, and labour laws
* Refusing forced, bonded or compulsory labour and employees must be free to leave their employment after reasonable notice
* Refusing to accept the use of child labour in the supply chain
* Refusing to accept unlawful discrimination of any kind in working relations and promoting diversity
* Consideration to flexible working conditions to promote work/life balance, the promotion of training and personal development of team members
* Ensuring that GDPR principles and requirements are followed at all times
* As far as relevant laws allow respect should be given for freedom of association
* Support a precautionary approach to environmental challenges, undertaking initiatives to promote greater environmental responsibility
  + 1. **Climate change**
    2. The tenderer is required to provide evidence of a plan to reduce and/or offset its emissions in support of the Net Zero obligations under the Paris Climate Agreement, this includes active management of its supply chain to reduce and/or offset emissions.
    3. The tenderer is to give an early warning by notifying the contract manager as soon as they become aware of any matter which could adversely affect the achievement of their emission reduction plans.

## **Evaluation process**

* 1. The evaluation process will be scored by quality and cost using the form and any supporting material that you provide. No tender will be considered until after the tender process closing date.
  2. The ICVCM will evaluate tenders based on cost and quality, as follows:

|  |  |
| --- | --- |
| **Cost** | **20%** |
| **Quality**: **Scoping stage** | **10%** |
| **Quality: Development of the Platform** | **50%** |
| **Quality: Testing, repairs and finalisation** | **20%** |
| **Total:** | **100%** |

* 1. **Cost** will be evaluated on a sliding scale, with a % score awarded as follows:

Score = (max score) x (Lowest Cost/Actual Cost)

For example: if cost is weighted as 30% of the overall score - Tender One bids £500, Tender Two bids £750. Tender One scores 30% x 500/500, i.e. 30%. Tender Two scores 30% x 500/750, i.e. 20%.

* 1. Tenderers must fill in the Costing Schedule set out in section 6 to provide all the obligations under the Contract. Tenderers can add any extra or alternative costing proposals to the end of the costing Schedule with reasons for including these.
  2. Quotes or tenders may be accepted in either Pounds Sterling or US Dollars, however in all cases quotes must include any VAT or other taxes required.
  3. Tenderers must also show all other costs that will be associated with the contract for example rates or expenses. The ICVCM will not consider claims for extra payment for items that have not been specified.
  4. Abnormally low tenders: If, for a given contract, tenders appear to be abnormally low in relation to the goods, works or services, the ICVCM shall, before it may reject those tenders, investigate the elements of the tender which it considers to be unsustainable. If the ICVCM’s investigations determine the bid to be unsustainable, the ICVCM may reject the tender from the process.
  5. **Quality** will be scored on a scale of 0 – 10 as follows:

|  |  |
| --- | --- |
| 0 - 1 | Very limited or no relevant information. |
| 2 - 4 | Response is limited or goes part way to demonstrating the ability to deliver against the specification. |
| 5-7 | Tenderers show that they understood the specification and can deliver against the contract as required, with limited evidence of successful delivery. |
| 8-10 | Tenderer strongly demonstrates that they understood the specification, can deliver against the contract as required and further demonstrate evidence of added value they can bring and evidence of a strong history of successful delivery. |

If a score of 0-1 is given for any element of the tender, then it will be determined to have failed and may not be considered further.

## **Tender template**

* 1. **Tender information.**
     1. All Tenders and supporting material should be returned to the ICVCM by email (only) to Rupert Quinlan – rupert.quinlan@icvcm.org later than 17:30 (UK time) on 07/04/2025, any tenders received after this date will not be considered.
     2. If for any reason you are unable to return your tender by the deadline, you must contact the named contact in section 6.1.1. The ICVCM may grant individual extensions in exceptional circumstances only, any late submission without ICVCM approval will not be considered.
     3. As part of the tender submission the ICVCM require written tenders on how requirements of this tender contract will be delivered and as well as a costing submission. The tender will be evaluated against the written response (quality) and the tender cost (Cost). Each submission will be scored on an 80/20 basis with 80% of the scores being awarded for quality and 20 % awarded for cost.
     4. When returning your tender please ensure that:

Documentation is in Microsoft Word or Excel format, only supplementary material may be supplied in PDF e.g. references, plans, statements of accounts etc.

All documentation is properly completed and included in a single return.

The specified deadline is met.

* + 1. As part of the tender process, tenderers are required to complete the following template. Tenders will be scored based on the following and any additional material requested, any material outside that which is requested will not be scored or considered when reviewing the tender.
    2. Tenderers must answer these questions in complete honesty. Should the ICVCM discover any discrepancies and/or that the tenderer has been dishonest with its answers, this will result in the tenderer being rejected from the tender process or if awarded a contract having its contract terminated with immediate effect.

**All questions are mandatory.**

* 1. **Company Details**

The following details should match those listed on Companies House, or equivalent.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Full name of company or individual tendering | | |  | | | | |
| Registered office address | | | Company registration number | | |  | |
|  | | | VAT registration number | | |  | |
| Name of parent company | | |  | |
| Type of organisation | | | | | | | |
| Public Ltd. Company |  | Limited Liability Partnership | |  | Sole Trader | |  |
| Limited Company |  | Other Partnership | |  |
| Other |  | If ‘other’ please specify here: | |  | | | |

* 1. **Tender Questions**
     1. **Financial & Insurance**

|  |  |  |
| --- | --- | --- |
| Please confirm that your annual turnover is at least twice the value of your Tender for this contract. | Yes | No |

Evidenced through a copy of:

* Your audited accounts for the most recent two years, and
* A statement of turnover, profit and loss account and cash flow for the most recent year of trading, or
* A statement of cash flow forecast for the current year and a bank letter outlining the current cash and credit position, or
* Alternative means of demonstrating financial status of trading for less than a year

The following insurances are required for this contract:

* Employer's Liability £10 million (except sole traders)
* Public Liability £10 million
* Professional Indemnity cover £5 million

Please confirm that you/your organisation has in place this cover or is prepared to do so ahead of contract formation:

|  |  |
| --- | --- |
| Yes, required cover is in place and will continue to be for the period of this contract |  |
| No, we/I do not have cover, but required cover will be put in place if awarded contract |  |
| No, we/I do not have cover and can/will not provide the level of cover required |  |

If cover is in place, please attached proof of policies in your tender.

* 1. **Principles**

Confirm that you are willing and able to follow the ICVCM principles as follows:

* Respect for human rights in dealing with supplier stakeholders at large (i.e. team members, clients, suppliers, shareholders and communities
* Compliance with applicable international, national, state and local Laws including (but not limited to) all environmental, health and safety, and labour laws
* Refusing forced, bonded or compulsory labour and employees must be free to leave their employment after reasonable notice
* Refusing to accept the use of child labour in the supply chain
* Refusing to accept unlawful discrimination of any kind in working relations and promoting diversity
* Consideration to flexible working conditions to promote work/life balance, the promotion of training and personal development of team members
* Ensuring that GDPR principles and requirements are followed at all times
* As far as relevant laws allow respect should be given for freedom of association
* Support a precautionary approach to environmental challenges, undertaking initiatives to promote greater environmental responsibility

|  |  |
| --- | --- |
| Yes, we are/I am prepared to follow the principles of the ICVCM as stated above |  |
| No, we are/I am not prepared to follow the principles of the ICVCM as stated above |  |

* 1. **Climate Change**

Please confirm that you have provided evidence of a plan to reduce and/or offset your emissions in support of the Net Zero obligations under the Paris Climate Agreement and that you agree to give an early warning by notifying the contract manager as soon as you become aware of any matter which could adversely affect the achievement of your emission reduction/offset plans for the life of the contract.

|  |  |
| --- | --- |
| Yes, we /I have provided the evidence of our emission reduction/offset plan and agree to inform the contract manager of any matter which may adversely affect the achievement of these plans for the life of the contract. |  |
| No, we are /I am not willing/able to provide the evidence of our emission reduction/offset plan and do not agree to inform the contract manager of any matter which may adversely affect the achievement of these plans for the life of the contract. |  |

* 1. **Business standing**

|  |  |  |  |
| --- | --- | --- | --- |
| Has your organisation, at any time during the last 3 years, been in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings where the proceedings were commenced for valid reasons? | Yes | | No |
| Has your organisation, its directors or any other person who has the power of representation, decision or control of the named organisation ever been convicted of a criminal offence related to business or professional conduct, including fraud or conspiracy to defraud? | Yes | No | |
| Does your organisation hold all relevant licences and memberships for this contract required by law? | Yes | No | |
| Does your company have sufficient funds to deliver this contract? | Yes | No | |
| If yes to the above, in 400 words or less, provide details on the steps taken to prevent this occurring again, a pass will only be awarded if you can demonstrate suitable measures are now in place: | | | |

* 1. **Disputes**

|  |  |  |  |
| --- | --- | --- | --- |
| Has your organisation had any judgement made against it in relation to similar contracts in the last three years | Yes | | No |
| If yes to the above, in 400 words or less, provide details on the steps taken to prevent this occurring again, a pass will only be awarded if you can demonstrate suitable measures are now in place: | | | |
| Has your organisation been involved in any tribunal hearing in relation to any similar service in the last three years, which has resulted in a judgement being made against it? | Yes | No | |
| If yes to the above, in 400 words or less, provide details on the steps taken to prevent this occurring again, a pass will only be awarded if you can demonstrate suitable measures are now in place: | | | |

* 1. **Legal obligations**

|  |  |  |  |
| --- | --- | --- | --- |
| Is it your organisation's policy as an employer to comply with its statutory obligations with regards to groups with Protected Characteristics under the British Equalities Act 2010 or equivalent? | | Yes | No |
| If equivalent, please name the act you comply with: |  | | |
| Please confirm if you have an Equalities Statement? | | Yes | No |
| Does your organisation comply with the Great Britain Health and Safety at Work Act 1974 or equivalent? | | Yes | No |
| If equivalent, please name the act you comply with: |  | | |
| Please confirm you have a written Health and Safety Policy & Risk Assessment | | Yes | No |
| Has your organisation, its directors or any other person who has the power of representation, decision or control of the named organisation ever been convicted of slavery, servitude, forced or compulsory labour, child labour or an offence in human trafficking and other forms of trafficking in human beings within the last five years? | | Yes | No |
| Do you have a Safeguarding policy? | | Yes | No |

* 1. **Other requirements**

|  |  |  |
| --- | --- | --- |
| Expertise in UX/UI design with a focus on accessibility and cultural sensitivity. | Yes | No |
| Knowledge of Indigenous data sovereignty principles and community engagement. | Yes | No |
| Experience working with non-profit organisations, NGOs or Indigenous groups. | Yes | No |
| Proficiency in multilingual platform development and localisation. | Yes | No |
| Strong cybersecurity expertise to protect sensitive data. | Yes | No |

* 1. **Experience of the company and proposed working methods**

In no more than 2 A4 pages (Calibri, size 12) please detail your company’s related experience and how you propose to meet the specification in section 4.

|  |
| --- |
|  |

**Costing schedule**

Quotes or tenders may be accepted in either Pounds Sterling or US dollars, however in all cases quotes must include any VAT or other taxes required. It should be assumed that all the requirements under the specification should be included in the costing proposal. If required you may submit a separate costing sheet in Excel format.

|  |  |
| --- | --- |
| **Service component** | **Cost (£/$)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Cost:** | **£/$** |

***No additional costs will be considered by the ICVCM unless these are stated clearly in the Costing schedule response, including expenses.***

***Ongoing costs should be stated in the costing schedule and the tender should include notes regarding any proposed cost increases e.g. annual reviews.***

|  |  |  |
| --- | --- | --- |
| Please confirm these costs are fixed for the life of the contract as of the Tender submission deadline. | Yes | No |
| If answer is no, please specify what costs are not fixed for the life of the contract, please indicate how long they are fixed for and what cost reviews will be in place: | | |

* 1. **References**

Please provide two written references from organisations that you have delivered contracts which are relevant to the ICVCMs requirements as stated in the specification.

## **Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that to the best of my knowledge, the answers submitted in the Invitation to Tender document are correct. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to tender for the ICVCM’s requirement. Should the ICVCM discover any discrepancies or that I have been dishonest with the answers, this will result in the organisation to which I have completed this tender for being rejected from the tender process. Or if awarded a contract, it may have the contract terminated with immediate effect and no cost incurred to the ICVCM.  I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.  I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as needed.  I/We confirm that the I/we are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract. | | | |
| Name |  | | |
| Position (role title) |  | | |
| Address |  | | |
| Email Address |  | | |
| Phone Number |  | | |
| Signature (e signature is acceptable) |  | Date |  |

**SIGNATURE IS MANDATORY, FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DEEMED NON COMPLIANT AND DISQUALIFIED FROM THIS PROCESS.**