**EXPRESSION OF INTEREST – TENDER APPLICATION FORM**

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| **Company Name**  |   |
| **Registered Address**  |   |
| **Contact Name**  |   |
| **Email Address** |   |
| **Telephone Number**  |   |

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| **Opportunity** | Microsoft Online Course Provision |
| **Details of proposed** **contract**  | DBC Training are inviting companies to tender for the provision of Microsoft Online Courses. These include Microsoft Word, Word Expert, Excel, Excel Expert, Access, Outlook and PowerPoint. This service is expected to contribute directly to achieving DBC Training contractual targets |
| **Proposed contract value (ex VAT)**  |  £150,000 |

**Award Criteria**

The award will be made using the following criteria and will abide by National Procurement Guideline Treaty Principles.

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| Description | Score |
| Organisational Profile inc Relevant Experience | 40% |
| Proposed Solution | 30% |
| Total cost of Solution | 30% |
| Total Weighting | 100% |

Each criterion will be scored using the following table:

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| --- | --- |
| 0 | The proposal submitted omits and fundamentally fails to meet DBC Training’s scope and specifications. Insufficient evidence to support the proposal to allow DBC Training to evaluate. **Not Answered** |
| 1 | The information submitted has a severe lack of evidence to demonstrate that DBC Training’s scope and specifications can be met. Significant omissions, serious and/or many concerns. **Poor** |
| 2 | The information submitted has some minor omissions in respect of DBC Training's scope and specifications. The tender satisfies the basic requirements in some respects but is unsatisfactory in other respects and raises some concerns. **Satisfactory.** |
| 3 | The information submitted provides some good evidence to meet the DBC Training’s scope and specifications and is satisfactory in most respects and there are few concerns. **Good.** |
| 4 | The information submitted provides good evidence that all of DBC Training's scope and specification can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence. **Very Good.** |
| 5 | The information submitted provides strong evidence that all of DBC Training's scope and specification can be met and the proposal exceeds expectation i.e. exemplary in the industry. Provides full confidence and no concerns. **Outstanding** |

**TENDER INFORMATION**

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| **Please provide details of your organisational profile to include:*** Company profile, including brief history and financial overview
* Case studies/credentials demonstrating relevant experience and skills profile
* Names and brief biographies of key staff

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| **Please provide details of your proposed solution to the ITT specification, to include:*** Clear explanation as to the proposed approach to meeting the specification set out in this ITT.
* Detailed project plan, including timelines, assumptions and dependencies, resourcing and risks
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| **Please provide details of your financial proposal, to include:*** Full breakdown costings for the proposed solution in sterling
* Separate accounting of VAT and/or any other applicable tax, duty, or charge.
* Detailing of any discount applied in view of DBC Training’s not-for-profit status.
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**DECLARATION**

I confirm that the information supplied to DBC Training in this Tender Application form is true and accurate in all respects and I confirm and undertake that if any of such information becomes untrue or inaccurate that we will notify DBC Training immediately and resubmit any updated information as required.

I confirm that I understand that this Tender Application form will be used by DBC Training to monitor compliance and service standards in line with the proposed service(s).

Signed by: ………………………………………………………………….. (Signature)

Name …………………………………………………………………..

Position … ………………………………………………………………..

For and on behalf of ………………………………………………………………..

Date ……………………………………………………………………………………