**Quotation Form REF: IT008**

**ERDF Developing International Trade Online**

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 |  |

1. **GDPR Compliance**

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| Please provide evidence to demonstrate organisational GDPR compliance. (no more than 150 words. Any policies attached will not be included in the word count) |
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**Quotation Proposal**

1. Evidence of your availability and experience to deliver the requirements set out in the objectives including the skills and ability of the proposed personnel to be employed. (35%)

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1. Total Costs per Workshop. (25%)

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1. Proposed outline agenda to cover 12 hours (2 day) including breakdown for online delivery (40%)

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