# Bidder’s Proposal

Please detail how the consultant(s) meet the “Qualifications and requirements” in a proposal (max 15 pages). In the proposal, please ensure that you include the following information:

* Relevant experience and examples of similar work completed
* Proposed approach and methodology
* Timeline
* Two references
* Consultant(s) CV with relevant experience as an Annex.

Please also submit commercial details as outlined in section 9.1, and general due diligence details as outlined in section 9.2.

The deadline for receiving proposals is **26th July at 23:59 BST**

Please send your proposal to: e.sandri@savethechildren.org.uk

## Budget

Please provide your proposed cost in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Work stage** | **Hourly and/or daily\* rate** | **Proposed number of hours/days** | **Total cost** |
|  |  |  |  |
|  |  |  |  |
| *(Add stages as appropriate)* |  |  |  |

\* *minimum of 7 hours per day*

## Other costs

If there are any further costs or expenses that you propose charging, please detail these below together with an explanation.

|  |  |  |
| --- | --- | --- |
| **Cost description** | **Value** | **Reason** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## General Due Diligence

Please provide the following information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1 Basic Details of Your Organisation**  (for individual consultants, please complete items relevant to your individual consultancy) | | | | |
| 1.1 | Name of the organisation submitting the tender: | | | |
| 1.2 | Address:  Post Code: | | | |
| 1.3 | Telephone number: | | | |
| 1.4 | E-mail address: | | | |
| 1.5 | Website: | | | |
| 1.6 | Company Registration number:  Company DnB number: | | | |
| 1.7 | VAT Registration number: | | | |
| 1.8 | Is your organisation:  (Please tick one) | | i) a public limited company? | |
| ii) a limited company? | |
| iii) a partnership | |
| iv) a sole trader | |
| v) other (please specify) | |
| 1.9 | Name of (ultimate) parent company (if this applies): | | | |
| 1.10 | Companies House Registration number of parent company (if this applies): | | | |
| 1.11 | Insurance type: | Do you have this cover? | | Value insured up to: |
| Public liability | Y/N | |  |
| Employer’s liability | Y/N | |  |
| Professional indemnity | Y/N | |  |
| 1.12 | Please declare any personal connections between you/your staff and staff or trustees of the Save the Children Fund or the Humanitarian Leadership Academy that may pose a conflict of interest. | | | |
| 1.13 | Please declare any contracts or connections with organisations at potential conflict of interest with the Save the Children Fund or the Humanitarian Leadership Academy. | | | |
| 1.14 | Please declare any legal actions against you which are pending or underway. | | | |
| 1.15 | Please advise whether you have any links with the tobacco, pornography, arms or carbon intensive fossil fuels (thermal coal, oil shale and tar sands) industries. | | | |
| 1.16 | Please provide details of three reference clients for which you have provided services similar to our requirements. References will only be taken up for the successful bidder. | | | |

The HLA’s due diligence procedures include organisational checks,

and anti-terrorism vetting.