**APPENDIX A – ROLE WITHIN THIS ASSIGNMENT: PROJECT MANAGER**

|  |
| --- |
| **NAME:**  **POSITION WITHIN ORGANISATION:** |
| **SPECIFIC EXPERIENCE – Please provide detail to address:** |
| 1. The Project Manager must have practical experience of working with government-level economic development agencies. |
| 1. Knowledge of similar economic development programmes: |
| 1. Knowledge of current and planned government policies and strategies in the innovation field: |
| 1. Experience and knowledge in conducting evaluations. |
| Two relevant examples should be given where the Project Manager has led a project team to complete an evaluation of at least 2 government funded business development or innovation programmes within the last 3 years.  NB: Three years is defined as 3 years from the closing date stated on this tender document.  Example 1  Client:  Assignment:  Date Completed:  Description of Assignment and its relevance: |
| Example 2  Client:  Assignment:  Date Completed:  Description of Assignment and its relevance: |

**Responses (per person) contained within this Appendix must not exceed 2 A4 pages– Font size Arial 11. Anything in excess of this page limit will not be evaluated.**

**APPENDIX B – ROLE WITHIN THIS ASSIGNMENT: SENIOR CONSULTANT**

|  |
| --- |
| **NAME:**  **POSITION WITHIN ORGANISATION:** |
| **SPECIFIC EXPERIENCE** |
| 1. The Senior Consultant must have practical experience of working with government-level economic development agencies: |
| 1. Knowledge of similar economic development programmes: |
| iii) Knowledge of current and planned government policies and strategies in the innovation field |
| 1. Experience and knowledge of conducting evaluations. |
| Two relevant examples should be given where the Senior Consultant has played a key role in carrying out an evaluation of at least 2 government funded business development or innovation programmes within the last 3 years.  NB: Three years is defined as 3 years from the closing date stated on this tender document.  Example 1  Client:  Assignment:  Date Completed:  Description of Assignment and its relevance: |
| Example 2  Client:  Assignment:  Date Completed:  Description of Assignment and its relevance: |

**Responses (per person) contained within this Appendix must not exceed 2 A4 pages– Font size Arial 11. Anything in excess of this page limit will not be evaluated.**

**APPENDIX C – ADDITIONAL STAFF MEMBERS**

|  |
| --- |
| **NAME:**  **POSITION WITHIN ORGANISATION:** |
| **ROLE WITHIN THIS ASSIGNMENT INCLUDING DUTIES:** |

**Responses (per person) contained within this Appendix must not exceed 2 A4 pages– Font size Arial 11.**

**APPENDIX D – COST SCHEDULE**

**ASSIGNMENT COST**

|  |  |
| --- | --- |
| **Assignment Cost** | £ |

The proposed cost of the assignment **should be stated in £ Sterling** **and should be exclusive of VAT**.

**BREAKDOWN OF COSTS AND DAYS**

|  |  |  |  |
| --- | --- | --- | --- |
| Programme Activity | Resource Name | Number of Days | Cost £ STG |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Totals |  |  |

**DAILY RATES**

|  |  |
| --- | --- |
| **Individual** | **Daily Rate £** |
|  |  |
|  |  |
|  |  |
|  |  |

**TOTAL ASSIGNMENT COST**

|  |  |
| --- | --- |
| **TOTAL ASSIGNMENT COST** |  |

**Appendix E – VAT**

**VAT REGISTRATION**

Part 1 or Part 2 to be completed as appropriate by the Tenderer and returned at the time of tendering.

|  |  |
| --- | --- |
| * + My/Our VAT Registration Number is |  |
| Signed by |  |
| For and on behalf of |  |
|  |  |
|  |  |
| Date: |  |
|  |  |
| * + I/We are “EXEMPT” from VAT under the terms of the Finance Act 1972 |  |
| Signed |  |
| For and on behalf of |  |
|  |  |
| Date |  |

**Appendix F**

**DECLARATION AND UNDERTAKING TO BE SIGNED BY ALL MAIN CONTRACTORS, NOMINATED SUB-CONTRACTORS OR CONSULTANTS TENDERING FOR THE EXECUTION OF WORKS OR THE SUPPLY OF GOODS OR SERVICES AND MUST BE RETURNED AT THE TIME OF TENDERING**

**FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998**

1. Article 64 of the Fair Employment and Treatment (Northern Ireland) Order 1998 provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Article 64(4) also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
2. For the purposes of Articles 64 – 66 of the Order, an unqualified person is a person on whom a notice has been served under Article 62(2) or Article 63(1) of the Order and which has not been cancelled.
3. Mindful of its obligations under the Order, Inter*Trade*Ireland has decided that is shall be a condition of tendering that a contractor shall not be an unqualified person for the purpose of Articles 64 – 66 of the Order.
4. Contractors are therefore asked to complete and return the form endorsed hereon, with their tender, to confirm that they are not unqualified persons and to undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with Inter*Trade*Ireland to which Article 64 of the Order applies

**FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998**

I/We hereby declare that I am/we are not unqualified for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998.

I/We undertake that no work shall be executed or goods or services supplied by any unqualified person for the purposes of any contract with Inter*Trade*Ireland to which Article 64 of the Order applies.

|  |  |
| --- | --- |
| Signed by: |  |
| Duly authorised to sign for and on behalf of: |  |
| Date: |  |

**Appendix G**

InterTradeIreland

**CERTIFICATE RELATING TO BONA FIDE TENDER**

1. The essence of tendering is that the client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender intended to be competitive and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangements with any other person.
2. We also certify that we have not:
   1. Communicated to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of this tender;
   2. Entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
   3. Offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above
3. We undertake that we will not do any of the acts mentioned in paragraphs 2a, 2b or 2c above at any time before the acceptance or rejection of this tender.
4. In this certificate the word “person” includes any persons and anybody or association corporate or unincorporate any “any agreement or arrangement” includes any such transaction, formal or informal and whether legally binding or not.

|  |  |
| --- | --- |
| Signed by: |  |
| Duly authorised to sign for and on behalf of: |  |
| Date: |  |

**Appendix H**

**FORM OF TENDER**

**TO BE COMPLETED BY THE TENDERER AND RETURNED AT THE TIME OF TENDERING**

1. I/We the undersigned hereby tender for the contract at the prices quoted in Appendix D forming part of my/our tender response.
2. I/We declare there would be no conflict of interest or perceived conflict of interest in relation to the personnel or type of work involved in this contract.
3. I/We agree that this Tender together with your written acceptance thereof shall constitute a binding contract between us in relation to the whole or such part of the Tender as may be specified in your written acceptance.
4. I/We accept and agree to abide by the Terms of Reference which take precedence over any terms, conditions, stipulations or provisos which may appear on or be annexed to any correspondence submitted by me/us in connection with this Contract.
5. I/We understand that ITI does not bind itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender.
6. I/We understand that the acceptance of any Tenders will be on the basis of the published evaluation criteria.
7. I/We understand that the acceptance of this Tender does not bind ITI to place any orders under it and that the ITI may accept more than one Tender for the supply of the service covered by this Tender.
8. I/We understand the ITI reserves the right to discontinue the award procedure in the event of irregular tenders or in the absence of appropriate tenders and in such circumstances may use the negotiated procedure without a further call for competition.
9. I/We warrant that I/we have all the requisite corporate authority to sign this tender.

|  |  |  |
| --- | --- | --- |
| Dated this | Day of |  |
| **Signed by or on behalf of the Tenderer:** |  | |
| **Name of Tenderer:** |  | |
| **Registered Address:** |  | |
|  |  | |