



Office of the Third Sector

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Dear Sir

CABINET OFFICE CONTRACT FOR SOCIAL ENTERPRISE AMBASSADORS PROGRAMME

INTRODUCTION

1. This letter invites bids for the Cabinet Office's requirement for delivery of the social enterprise ambassadors programme.
2. The following documents provide the background and framework of the requirement:
 - i. The Specification (Annex A)
 - ii. Cabinet Office Conditions of Contract (Annex B)
 - iii. Formal Declaration of Offer (Annex C)
3. None of the documents may be altered by the tenderer. Any modification which the tenderer thinks is necessary is to be detailed in a separate letter accompanying the tender.
4. Tenderers are encouraged to be innovative and forward thinking when preparing their bids and the Cabinet Office will consider all such suggestions and methods that provide a more efficient and cost effective solution.
5. The tendering exercise is being co-ordinated by the Office of the Third Sector in the Cabinet Office. Questions seeking clarification of the nature of the work, or the interpretation of the tender documents, should be addressed, in writing, to Liz Liston-Jones at Elizabeth.liston-jones@cabinet-office.x.gsi.gov.uk copied to Hilary.norman@cabinet-office.x.gsi.gov.uk.

DATE FOR RETURN OF TENDER

6. The closing time and date for the submission of tenders is **noon on Wednesday 2 May 2007**. It is the responsibility of tenderers to ensure that their tender is delivered not later than the appointed time. The Cabinet Office does not undertake to consider tenders received after that time unless clear evidence of posting is available (ie clear post mark and/or certificate of posting).
7. **Late tenders franked with the firm's own franking machine will automatically be rejected.** Any request for an extension of the period of tendering must be received at least 4 working days before the due date for return, but no undertaking can be given that an extension will be granted.
8. 3 copies of the tender document should be submitted, in plain packaging, to the address specified in Invitation to Tender.
9. Tenders may not be considered if the complete information called for is not given at the time of tendering.

TENDER DETAILS

10. In addition to your proposals, the details that we require from you in the tender are:
 - i. an executive summary outlining your approach to the requirement.
 - ii. an outline of your organisation's history; its corporate structure; and the range of services it provides.
 - iii. the names, role, experience (particularly of the operation of Government) and qualifications of those who will be involved in providing the service.
 - iv. previous experience in providing services in this area.
 - v. demonstration of your understanding of the requirement, setting out an approach to all aspects of the requirement and specifying the resources to be used.
 - vi. a summary of quality assurance procedures; where relevant, evidence of recent performance achievement; and details of any accreditation awarded.
 - vii. details of at least 3 referees from customers to whom you are supplying services of this nature.
 - viii. accounts for the last 2 years.
 - viii. details of at least 3 referees from customers to whom you are supplying services of this nature.

PRICE

11. Tenderers should submit a firm price for the whole work.

EVALUATION OF TENDERS

12. The tenders will be evaluated and tenderers informed of the Cabinet Office's decision.

CONFIDENTIALITY OF TENDERS

13. Please note the following requirements, any breach of which will invalidate your tender:
 - i. You must not tell anyone else, even approximately, what your tender prices are or will be, before the time limit for delivery of tenders. The only exception is if you need an insurance quotation to calculate your tender prices: you may give your insurance company or brokers any essential information they ask for, so long as you do so in strict confidence.
 - ii. You must not try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.

CONDITIONS OF CONTRACT

14. **The Contract will be under the standard terms and conditions of the Cabinet Office, as attached at Annex B. In submitting their bids Tenderers should confirm that they will accept these terms and conditions.** Exceptionally if a tenderer wishes to propose alternative Terms and Conditions these must be documented in full and attached to the Declaration of Offer form.

SUBMISSION OF BIDS

15. The tender shall be made in accordance with the **Declaration of Offer** at Annex C. It should be signed by the tenderer and submitted with any supporting documents the tenderer may wish to send. Tenderers not accompanied by the attached Declaration of Offer will not be considered.
16. The Cabinet Office does not bind itself to accept the lowest or any tender, and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise on his tender. The Cabinet Office is not liable for any costs or expenses you may incur in preparing your tender.

INFORMATION SUPPLIED

17. Information supplied by the Cabinet Office is supplied for general guidance in the preparation of the tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of any such information. No responsibility is accepted by the Cabinet Office for any inaccurate information obtained by tenderers.
18. All information supplied by the Cabinet Office in connection with this invitation shall be regarded as confidential, and all documents are and shall remain the property of the Cabinet Office and must be returned on demand.

LIZ LISTON-JONES